Suppliers User's Instruction

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2. Workstation requirements

For the sake of efficient and comfortable use of the Purchasing System (also known as SWPP2, System), it must be ensured that the computer at your disposal is compliant with the workstation requirements presented in the table below. Failure to meet one of the requirements may lead to unforeseen complications while using the Purchasing System.

2.1 Technical requirements of IT equipment in order to use the Marketplanet Oneplace / Purchasing System in terms of submitting bids in RFX and participating in electronic auctions without the use of a qualified electronic signature:

1) PC / Apple computer with Internet access and Microsoft Windows 7 / Windows 8.1 / Windows 10 / Windows 11 / MacOs operating system installed in the version currently supported by the operating system manufacturer,

2) In the case of a computer with the Microsoft Windows operating system, the Mozilla Firefox, Microsoft Edge or Google Chrome browser is installed in the current version supported by the manufacturer, allowing the user to accept session cookies and supporting TLS 1.2 or newer encryption.

In the case of an Apple computer, the Safari browser is installed in the current version supported by the manufacturer, allowing the user to accept session cookies and supporting TLS 1.2 or higher encryption.

3) Internet connection: min. 512 Kbps to PC (broadband internet connection recommended).

2.2 Technical requirements of IT equipment in order to use the Marketplanet Oneplace / Purchasing System in terms of submitting bids in RFX and taking part in electronic auctions using a qualified electronic signature:

Minimal hardware and software requirements for using an electronic signature on Purchasing System are detailed below:

1)	A PC / Apple computer with access to internet

2)	Installed operating system:

•	Windows 7 / Windows 8.1 / Windows 10 / Windows 11 / MacOS in a version supported by the manufacturer

3)	Web browser:

•	Mozilla Firefox in a version supported by the manufacturer.

•	Google Chrome in a version supported by the manufacturer

•	Microsoft Edge in a version supported by the manufacturer

•	Safari in a version supported by the manufacturer

that allows to use session cookie files and supports TLS 1.2 or higher encryption;

4)	Java runtime environment version 8u202 or newer installed on the computer. For 32 bit operating system, 32 bit Java Runtime Environment required. For 64 bit operating system, both 32 bit and 64 bit Java Runtime Environment required. Recommended version Java 8u202. Using both Oracle Java and AdoptOpenJDK is possible (AdoptOpenJDK preferred).

5)	Internet connection: min. 512 Kbps per computer (recommended broadband internet connection);

6)	Essential software and hardware used in signing the electronic signature:

•	middleware software that uses PKCS#11 interface (version 2.01 or higher)

•	cryptographic card reader compliant with PC/SC specification.

•	Cryptographic card compatible with any card reader compliant with PC/SC specification.

•	A Hardware Security Module device compatible with PKCS#11 interface

7)   In the case of electronic signature on a physical medium - A cryptographic card reader connected or embedded in the computer issued by the issuer of the certificate used by the Contractor (the card present in the reader when the signature is made), or a Smart Card Reader / Omnikey device;

8)   in the case of cloud-based electronic signature – make sure the certificate is authenticated in the user's session at the time of signing (e.g. by launching the application supplied by the signature's issuer and entering the private key activating the certificate);

9)   Installed on the workstation current drivers for the cryptographic card reader (manufacturer websites, software installed dedicated to the signature). For cloud-based signature, software supplied with the signature installed;

10)   A qualified certificate installed on a computer on which the Contractor will log into the account (for Windows operating system, the certificate must be visible in the Windows Certificate logical store named "Personal").

11)   For Google Chrome, Microsoft Edge and Mozilla Firefox browsers, installed a dedicated extension „Podpis elektroniczny Szafir SDK" and installed „Szafir Host" application.

Before attempting to place the tender or take part in electronic auction making use of electronic signatures, it is adviced to check the configuration of electronic signature on the device that will be used to place the tender or take part in electronic auction.

Recommended version of the JAVA runtime environment can be downloaded from here:

https://www.oracle.com/pl/java/technologies/javase/javase8-archive-downloads.html

The current version of the JAVA runtime environment can be downloaded from here:

https://www.java.com/pl/download/

https://adoptium.net/temurin/releases/?version=8

You can check your version in accordance with the instructions available at the link:

https://www.java.com/pl/download/help/version_manual.xml

For further relevant information related to electonic signature please refer to the document Electronic

Signature – instruction availabe at:

3. Registration and login

The Purchasing System is integrated with the OnePlace service through which the Contractors are registered. In order to register, you can use the redirection, which is presented in Step 1 of this manual or start it directly from the OnePlace level (Step 2).
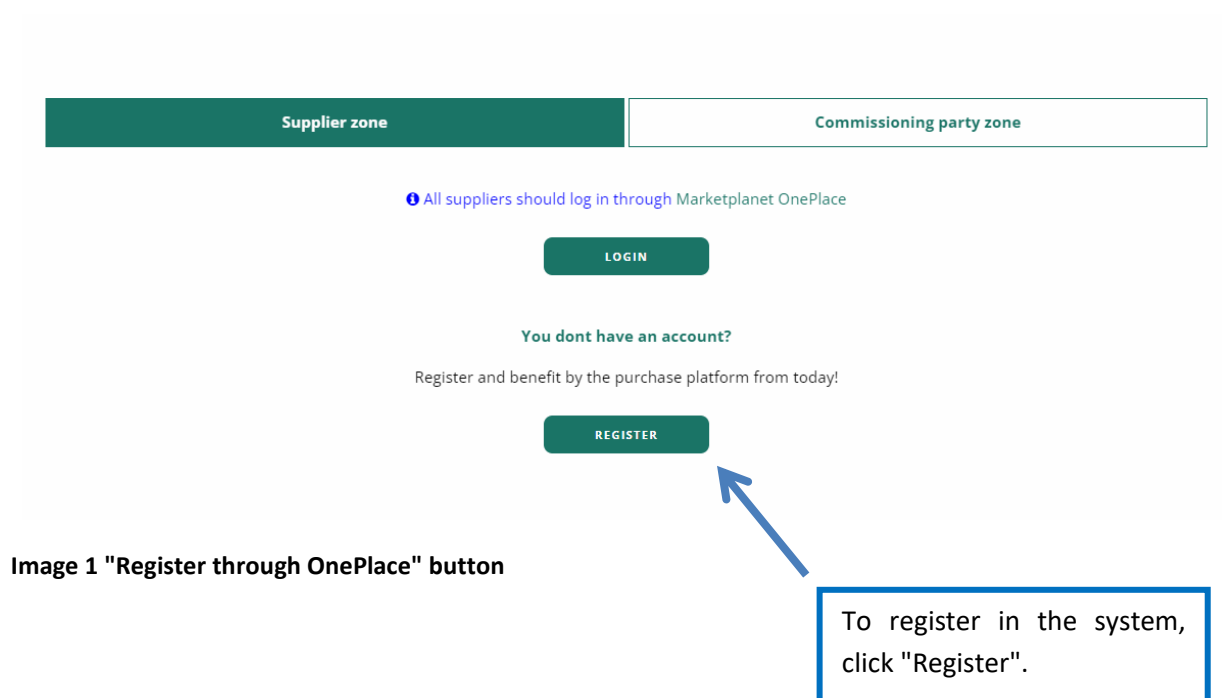
3.1 Step 1 Going to registration via https://swpp2.gkpge.pl

Supplier zone	Commissioning party zone

ℹ All suppliers should log in through Marketplanet OnePlace

LOGIN

You dont have an account?

Register and benefit by the purchase platform from today!

REGISTER

Image 1 "Register through OnePlace" button

To register in the system, click "Register".

3.2   Step 2 - Complete the general user account form

The form shown below (Fig. 2) will be displayed after using the "Register via OnePlace" button (Step 1) or clicking on the "Create an account" button after entering the OnePlace website (https://oneplace.marketplanet.pl/poczatek).

The required information must be completed:

REGISTRATION WILL TAKE YOU ONLY 2 MINUTES, AND YOU WILL GET FREE ACCESS TO MARKETPLANET ONEPLACE

First Name *

Email Address *

ⓘ The password should have at least 8 characters, including one large, one small letter and a number.
Special characters allowed: @_!=$*.-?#%&+:;,

Password *

Reenter Password *

8741

Text Verification *

Image 2 General user account form

After completing the required data, select the "Register" button:

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Accept All

I have read and accept the Terms and Conditions Required *

I have read and accept the information about processing personal data.
The administrator of your personal data is Marketplanet with headquarters based in Warsaw, Poland. <More>
Required *

I hereby agree to allow Marketplanet to contact me with commercial information by e-mail to the e-mail address provided upon account registration. I hereby agree my consent is voluntary. I acknowledge I have the right to withdraw my consent at any time. <More>

I consent to the transfer of commercial content to the phone number provided by me upon account registration and I understand this is required in order to open an account, via Marketplanet. I acknowledge my consent is voluntary and I may withdraw my consent at any time. <More>
Required *

I hereby agree to receive commercial information regarding other products and services from Marketplanet OnePlace who operate purchase platforms and other business entities by electronic means, to the e-mail address provided by me during account registration. My Consent is voluntary. I acknowledge I have the right to withdraw my consent at any time. <More>

I hereby agree to allow the use of all personal data provided by me to enable my participation in the purchasing processes of other entities running purchase platforms under Marketplanet OnePlace this information is provided by me during registration. I acknowledge my consent is voluntary, but necessary to participate in these purchasing processes. I have the right to withdraw my consent at any time. <More>

I hereby agree to allow Marketplanet to process my personal data, provided by me during registration, i.e. name, surname, e-mail address for marketing purposes. <More>

Register

Sign In   Forgot Password

Image 3 List of required approvals

3.3 Step 3 – Log in to OnePlace

‹ SIGN IN

Email Address

Password

Sign In

Complete the fields with the
data from the previous step

Create Account   Forgot Password

Image 4 OnePlace - login

3.4 Step 4a - Completing user data

oneplace

Registration

In the first window after logging in complete details must be completed user

Please complete the data to finish the company registration process.

| User data | Company data | Categorization | Summary |
| 1 | 2 | 3 | 4 |

Step 1 - User data

First Name

Dostawca1

Last Name

Last Name

Phone Number

+48   Numer

Email Address

dostawca1@dostawca.pl

Business Type

Company registered in Poland (has tax number)

Image 5 Basic user data

After completing the required data should go to netxt step

Next step

3.5   *Step 4b - Completing company data*

Image 6 Company's data

3.6 Step 4c - Selecting the shopping categories

Please complete the data to finish the company registration process.

User data	Company data	Categorization	Summary
✓	✓	3	4

Click on the search box to access the available shopping categories. Categories can also be searched for based on a phrase entered.

Step 3 - Categorization

Select the categories of inquiries that interest you
Assortment categories

Lookup

Next step

Household appliances
Large household appliances
Small household appliances
Office supplies, equipment and services
Office accessories
Stationery (paper)
Stationery (writing tools)
Consumables for office equipment
Data storage devices
Organisation of documents and office supplies
Drawing tools and art materials
Recording and presentation equipment, its maintenance and repair
Office services
Research and development
Laboratory tools and equipment
Measurements, tests and technical acceptance

click on category to add

Image 7 OnePlace - shopping categories

3.7 Step 4d - Delete shopping categories

Please complete the data to finish the company registration process.

User data	Company data	Categorization	Summary
✓	✓	3	4
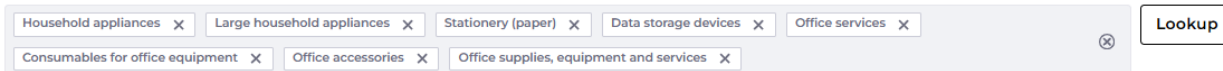
categories can be removed

by selecting ✕

Step 3 - Categorization

Select the categories of inquiries that interest you
Assortment categories

| Household appliances ✕ | Large household appliances ✕ | Stationery (paper) ✕ | Data storage devices ✕ | Office services ✕ | | Lookup |
| Consumables for office equipment ✕ | Office accessories ✕ | Office supplies, equipment and services ✕ | | ⊗ | |

after adding a category

go to the next page

Prev step | Next step

Image 8 OnePlace - deleting shopping categories

3.8   *Step 4e - Send the registration application*

Please complete the data to finish the company registration process.

User data	Company data	Categorization	Summary
✓	✓	✓	4

Step 4 - Summary

How did you hear about Marketplanet OnePlace?

I have been invited to tender by a OnePlace partner

Inviting company name

Tell us what brings you here! Pick the option that best describes your needs:

- ☑ I want to receive more tenders matched to my company
- ☑ I want to have data on my market and competitors' contracts
- ☑ I want to promote my company online and expand my customer base
- ☑ I'm not sure yet, but I'm happy to look around.

> In the fourth step, you must submit
> a registration application.

Prev step   **Send registration form**

Image 9 OnePlace - Registration application

The registration application will be sent to the administration of the OnePlace service, which carries out the initial verification.

3.9 Step 5 - Confirmation of submission of a registration application

Image 10 Confirmation of submission of a registration application

3.10 Step 6 - Redirecting to OnePlace

Image 11 Go to OnePlace

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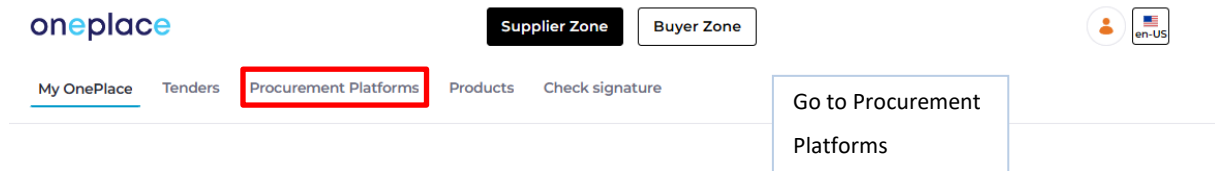
3.11 Step 7 - User panel after logging in

Image 52 "Services" option

A user who has been positively verified by the OnePlace administration will get access to the "Services" link, where redirecting tiles are available for particular Purchase Platforms.

3.12 *Step 8 - View of the system "tile"*
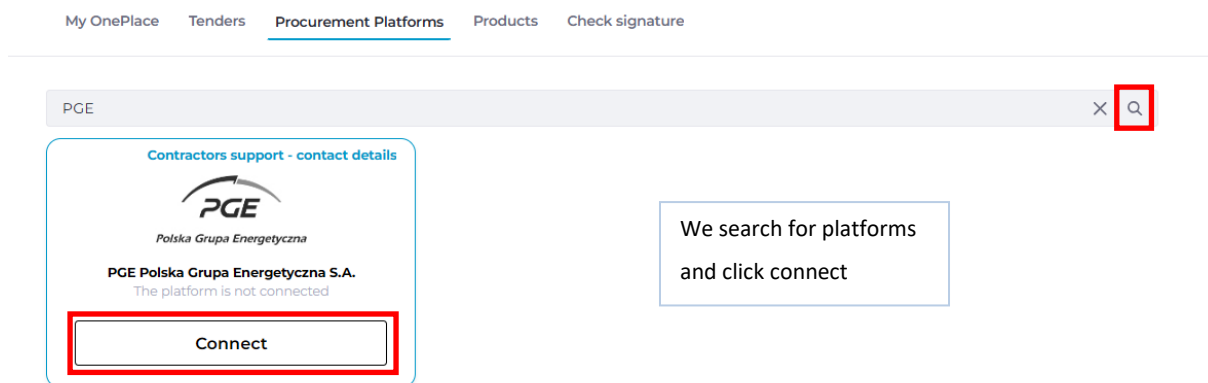
Image 63 System tile

Among the services available, a system tile dedicated to the PGE Capital Group should be selected. Using the options available from the level of the tile, users registered in the OnePlace system can send a request for verification to the Purchase System Administration, whose successful completion will enable the use of all functionalities of the Purchasing System (entry is possible using the "Connect" button on the tile - Figure 13).

If registration in the OnePlace system has its origin not on the via website https://swpp2.gkpge.pl, but directly from https://oneplace.marketplanet.pl, the contractor is not assigned to a specific company and can do it in the same "Services" tab, selecting "Connect" on the appropriate tile
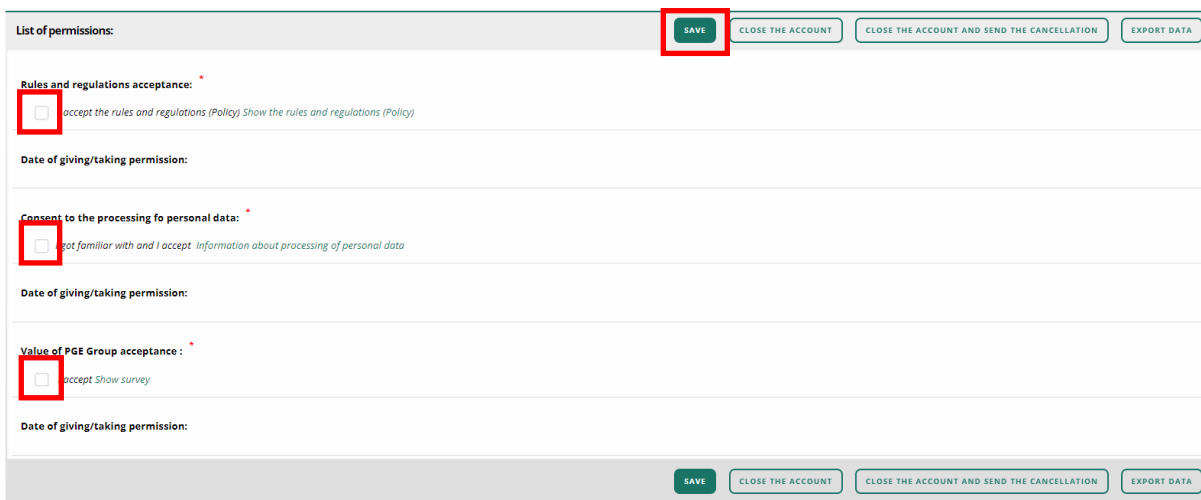
Image 74 System tile

4. Moving around the Purchasing System and submitting offers and applications (RFX)

4.1 First logging in to the Purchasing System

During the first login via the OnePlace to the Purchasing System, you will be automatically redirected to the "Consents and regulations" tab in the "My profile" section, where all consents need to be approved after reading the System regulations. Until consent is granted, any attempt to move to other sections or tabs of the Purchasing System will result in redirection to this window. Displaying the content of individual consents or regulations is available through links marked in blue. Consents should be given by ticking the checkboxes and confirming the selection with the "Save" button.

Image 85 Consents and regulations - first login

In case when a new version of the regulations will be introduced, there will also be a redirection to the "Consents and regulations" tab, access to the Purchasing System will be possible after learning and accepting the new version. The dates of granting or forbidding consent will be saved and will be displayed on the tab. If during the registration of the checkbox configuration, the consent to the processing of personal data will not be granted, the Purchasing System will automatically ask the user

to close the account. To grant consent, click "Cancel" and then check the central checkbox. In the absence of acceptance of the regulations or acceptance of the value of the PGE Capital Group, it will be possible to save the configuration and the user will be able to give consent at any time by logging in and unblock the access to the Purchasing System.
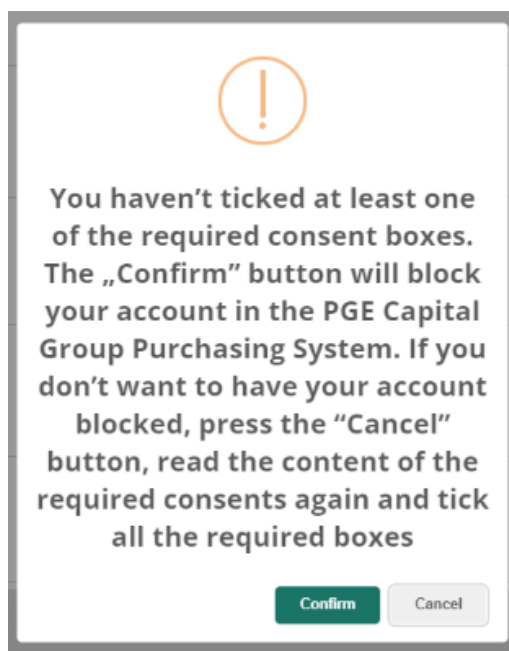
Image 96 No consent to the processing of personal data

The remaining shares available to the user in the "Consents and regulations" tab are:
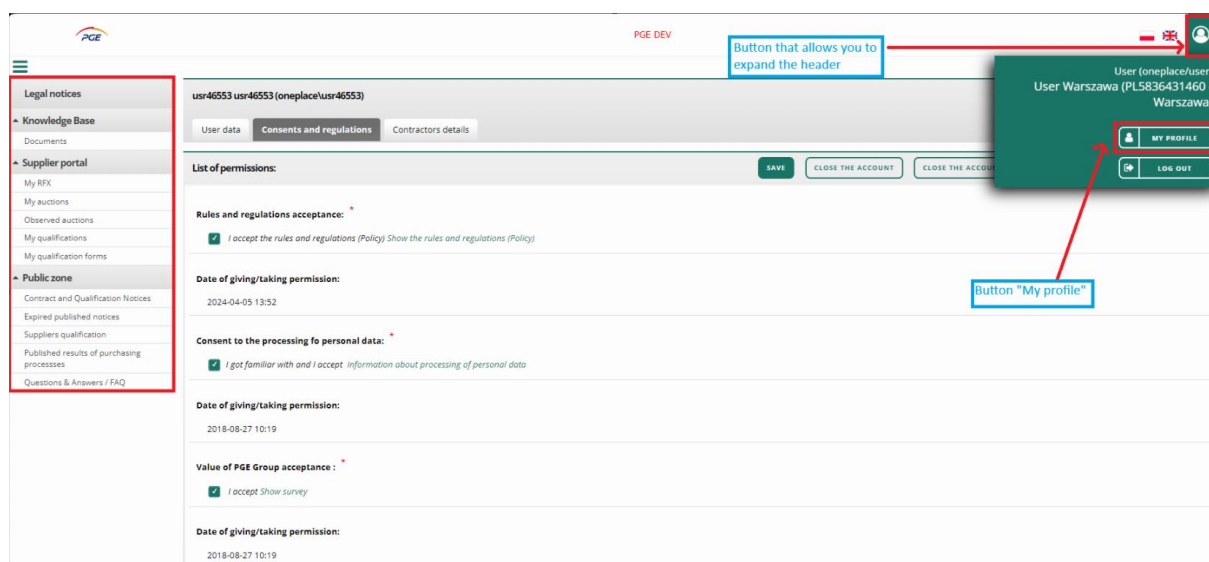
Close account - The action closes the user's account, when it is called, the user logs out from the Purchasing System.

Close account and send a request for oblivion - In addition to closing the account, the action also submits an application to the administrator to anonymize stored and displayed data on sites in which the user was active. Examples of activities may include: participation in offering, listing, asking questions for proceedings, etc. The Contractor's Database Administrator, after analyzing the request for oblivion, will decide on its implementation.

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Export data - The action generates an xls file storing user data, such as: name, surname, email, telephone.

4.2 Navigating the Purchasing System

Granting the consents described above will display the following view, and will unlock full access to all functionalities of the Purchasing System. Return to the "Consents and Regulations" tab is possible via the "My profile" button.
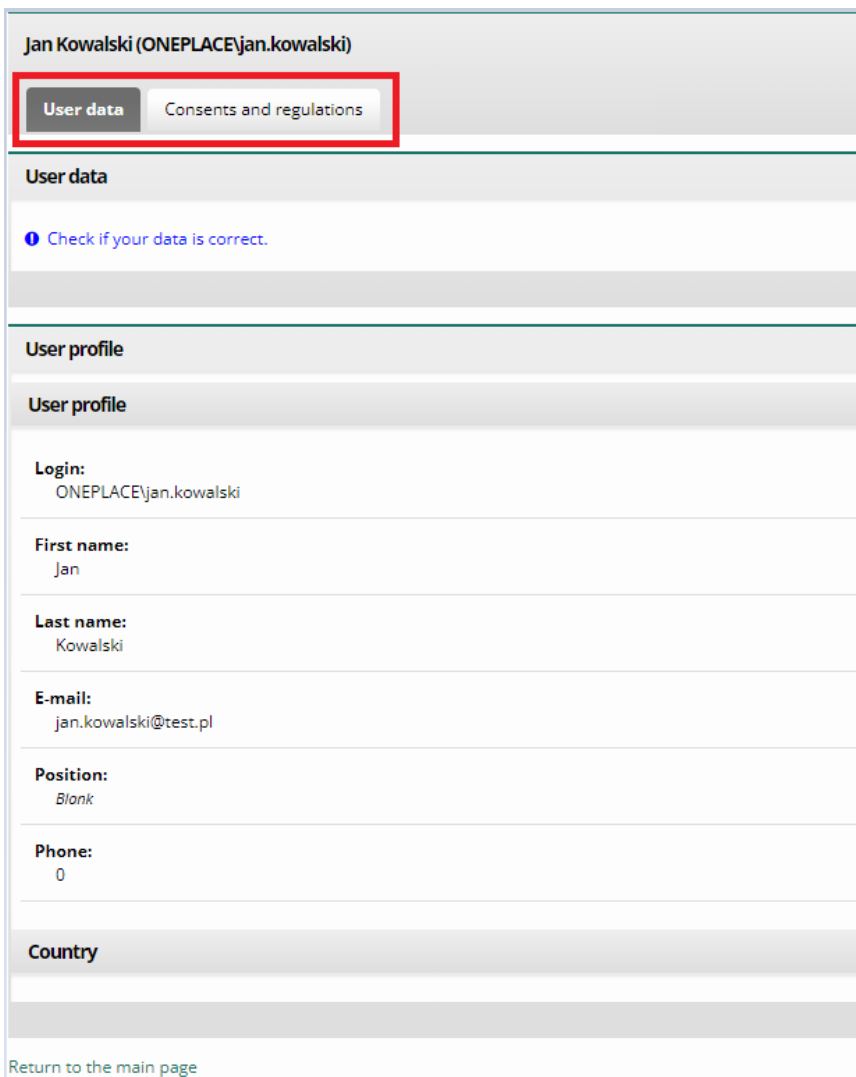
Image 107 Modules "Contractor's Portal" and "Public Area" dedicated to the Contractor

On the left, all modules available for a given user are visible - "Legal Notes", "Contractor Portal" and "Public Area". An important issue is also the "My profile" button.

Clicking on the "My profile" button will redirect the user to the view presented in the image below. There are two tabs at the top – "User data", "Consents and regulations".

Image 118 "My profile" and the tabs "User data", "Consents and regulations"

The "User data" tab in the Purchasing System remains uneditable.

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All RFX objects existing in the Purchasing System environment, to which the contractor may participate (ie public or private proceedings conducted in open modes), are available in the "Public zone" module and the section "Contract and Qualification Notices ".

Image 129 Contract and Qualification Notices

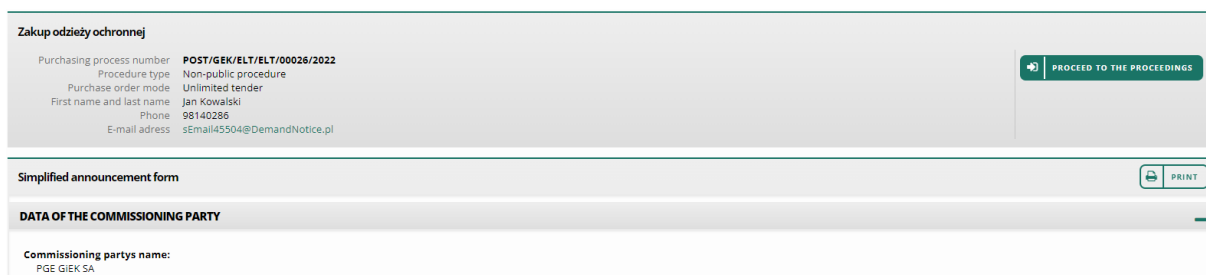You can search the list using the fields shown in the figure below:

Image 13 View of available search filters on the Notices list

4.3 Submission of an offer / answer

NOTE - The description applies to non-public proceedings / technical dialogues / off contests with encryption and electronic signature requirement

In the list that appears after clicking on the section mentioned above, all available RFX objects are visible. If you want to participate in a given process, you should find it on the list (a search engine may be helpful) and click on it with the left mouse button.


Image 214 View of the RFX object from the public zone

The next step is to read the advertisement assigned to the given object (possibly with other attached documents) and if you want to participate in a given proceeding
- clicking on the "Proceed to proceedings" button.

NOTE - if the process is closed (e.g. only invited / admitted Contractors participate in it, then the selected RFX object can be found directly in the link "My RFX inquiries" (without the need to join)

Confirmation of joining the proceeding will be displayed in the pop-up window with the message "The electronic process has been started". The view of the given object automatically changes to the one whose fragment is presented in the image below. It is worth noting that simply "joining the proceedings" is not synonymous with the obligation to submit an offer.

Image 15 View of the "Offers" tab on the site that has been successfully completed
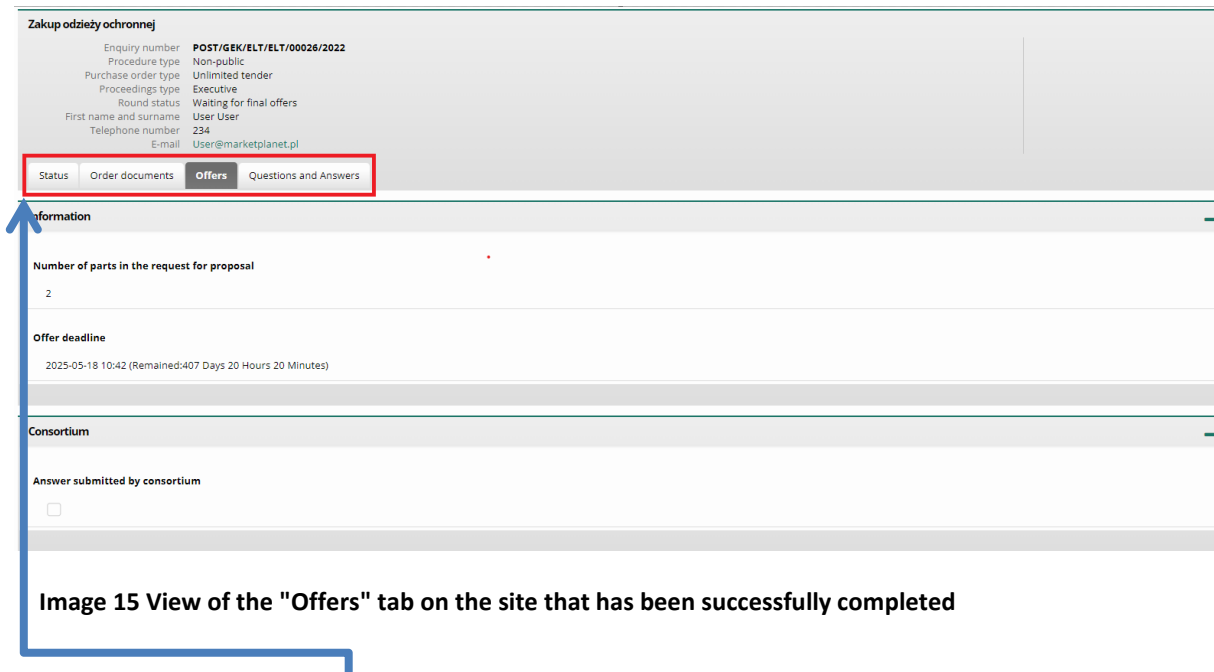
The tabs will be visible - "Status", "Order documents", "Offers" and "Questions and answers".

4.3.1   Status tab

In the "Status" tab, basic information about the order is given, divided into several sections.

In the "Details of the contact person" section, in addition to the buyer's contact details, you can find information about the organizer of the procedure and the ordering units, as well as the categorization in which the procedure is conducted.

Image 163 View of the " Details of the contact person " section

In the "Basic data" section you can find information about the round type: "Open" / "Closed", the query model: "Requests" / "Initial offers" / "Offers" and the date and time of the end of the round. In the "Information about rounds of the electronic process" section, a table is available that displays information about individual stages and rounds of proceedings, start or end dates, type and type of round.

The name of the stage	Round number	The name of the round	Date and time of the beginning of the round	Date and time of the end of the round	Round type	Round status
Wnioski	**Round 1**	Apples	2025-05-19 16:45	2025-05-19 17:00	Standard	Active / Open

Information about electronic process rounds

Image 174 Rounds of the process

Each stage may contain many rounds, eg in the above example, two rounds were created for the "Offer" stage. Rounds are created, for example, when the previous round has not been resolved in the selection of the contractor. The person creating the new round may decide whether it will be carried out by means of RFX or auctions, as well as whether the previously submitted offers will be moved to the next round or not.

The transition to the preview of any round is possible by clicking on the name of the round (eg Round 1, Round 2). The round with the active preview enabled is marked in bold.

4.3.2   Separate Processing and Split Process Navigation

Purchaser has the option of creating post-auction and auction rounds based on specific parts of the process. These rounds may be run in parallel. This means that within one procedure, more than one current request for quotation (RFX round) may be active at the same time. Particular attention should be paid to the "Information on Electronic Process Rounds" section. It is available from the "Status" tab of each inquiry.

The name of the stage	Round number	The name of the round	Date and time of the beginning of the round	Date and time of the end of the round	Round type	Round status
Oferty	Round 1	Apples	2025-05-14 14:49	2025-05-14 14:53	Standard	Finished / Closed
Oferty	**Round 2**	Rice	2025-05-14 14:49	2025-05-14 15:30	Modified	Active / Closed

Information about electronic process rounds

Image 185 List of rounds in a given proceeding

The column "Round number" is helpful in navigating the process. Clicking on "Round number" will take you to designated round.

Round number
Round 1
Round 2

Image 196 The column "Round number"

Rounds are numbered in the order in which they are created. So it is possible that the round with a lower number will take longer.

The mechanism of sending invitations to selected requests for quotation is standard. All current rounds are also displayed from the link "My RFX ".

EXAMPLE

The procedure was divided into 4 parts. In the first round, the Purchaser always collects offers for all parts. Division of processes possible within negotiation and auction rounds. After the collection of offers and the analysis of individual forms were completed, there was a need to conduct overtime.

For parts 1 and 2, the Purchaser decided to conduct one joint overtime round and created Round 2 in line with this assumption. Access to the newly created Round 2 will be granted only to those Contractors who submitted an offer for parts 1 or 2.

NOTE - The Contractor, after entering the round, will only see the parts for which he submitted an offer in the previous round. Access to the round does not mean access to all parts (with the exception of being granted such access by the Purchaser).

For Parts 3 and 4, there is another overtime, Round 3, which includes both parts. If the Contractor submitted an offer for all parts in the basic round, then in order to submit a tender for all parts again, it is necessary to submit an offer for parts 1-2 in Round 2, and submit an offer for parts 3-4 in Round 3.

NOTE - the fact of dividing the process into parts does not affect the concluded contracts. It is possible to conclude one joint agreement on the basis of offers from various overtime rounds.

4.3.3   Order Documents tab

In the Order Documents tab, you can view and print All publication, such as an announcement or SWZ.

Image 207 Order's documents tab

Additional, in case of adding information about results, it will be available in the Order Documents tab in section:: „*Information about results*" as as it can be seen below:

Image 218 Information about results

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4.3.4 "Proposal" / "Preliminary offers" / "Offers" tab

On the tab "Conclusion / Preliminary offers" / "Offers", the "Comments" section is available, which contains information messages with hints on a given procedure. In the case of an example object, this message looks as follows:

Comments

Messages

🔵 Please submit a petition / offer on an item included in that procedure.
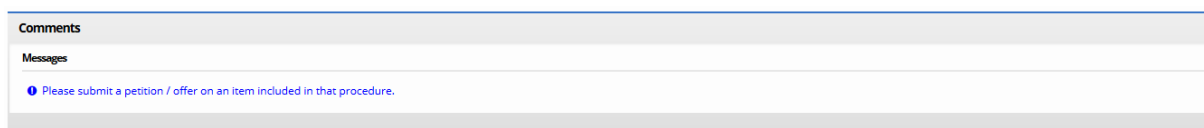
Image 229 Section "Comments"

The "Untill end" counter appears to be helpful, which can be found in the "Request" tab in the "Information" section. It shows the time left to close a given stage in the proceedings.

In order to submit an application / offer or answer to a specific RFX object, use the "Parts" section, which, like the sections presented above, is located on the "Application" tab. It should be noted that the name of the tab varies depending on the type of response sent by the Contractors (requests to participate, offers, responses to market research), but the principle of operation is the same. Applications are made up per part. If the order has more than one part, left-click on the part or use the right mouse button to bring up the context menu and click on the "Details" option.
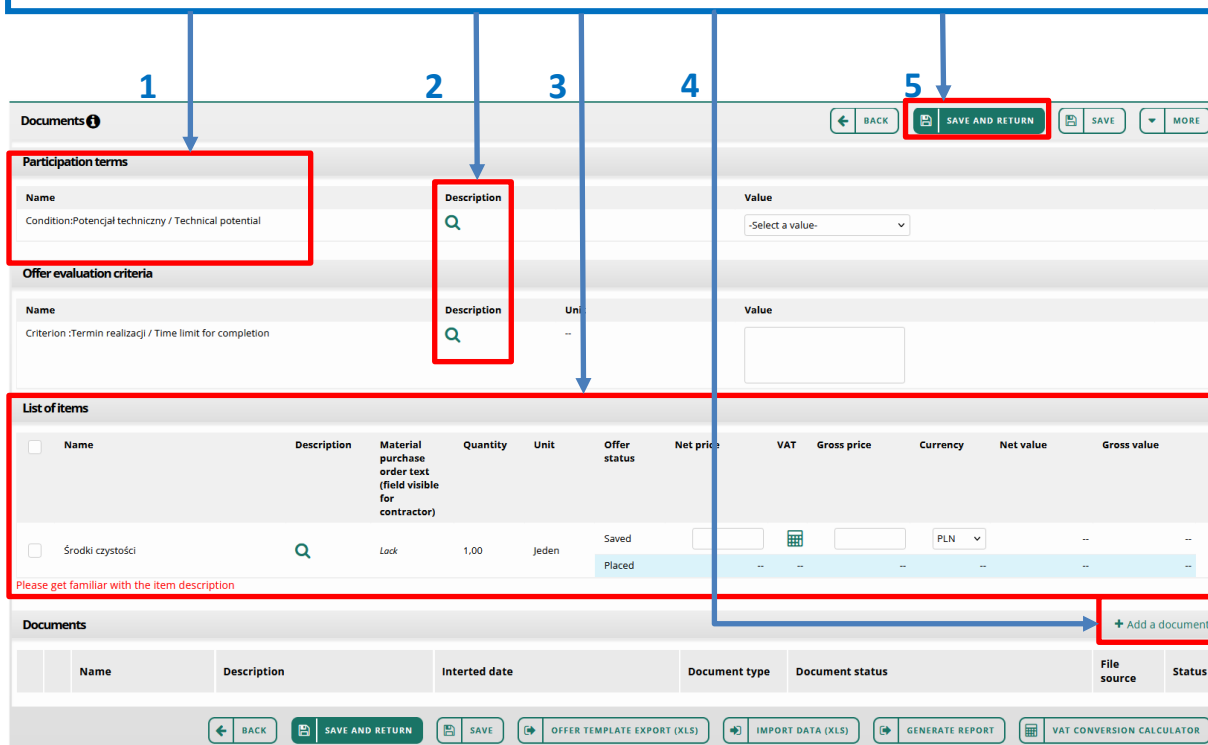
Image 23 "Details" - placing an offer to a part

The action will open an editable form of the specific part. It should be completed, which is outdated in the figure below. Depending on the parameters of the procedure, the appearance of the form may vary, which affects the scope of information necessary to be completed by the Contractor.

1) Conditions for participation in the proceedings, which should be addressed by the provided fields (eg drop-down lists). In the case of fields completed as a number, the system will inform about the minimum and maximum value that can be entered.

2) The magnifying glass icon allows to familiarize with a detailed description of the criterion or condition whose text will be displayed in the pop-up window.

3) List of items on a given part. Each row represents one item. In columns "Offer status", "Net price", "Gross price", "Currency", "Net value", "Gross value" division into saved values (white row) and placed values (blue row) was introduced.

4) "Add document" button that allows you to add files and documents.

5) After completing the form, click on the "Save and return" button

Image 24 Submission of an offer to selected positions of one part of the contract

The "+ Add document" button, shown in the figure above, calls up the following window with the help of which the file can be added.

1. By clicking the icon with the plus symbol, it is possible to select files from the computer that will be attached to the part.

2. The names of selected files will be displayed in the window. The files will go through the scanning process, the completion of which will be confirmed by the Purchasing System through the green icon. Usuwanie wybranych plików możliwe jest za pomocą ikony z symbolem kosza.

3. Select the document type from the drop-down list: explicit or implicit.

4. Confirm using the "Add" button.

Image 25 Add file

The added files are displayed on the list, along with information about them. The right mouse button displays a context menu with options: "Download", "Delete", "Edit description". The edit description option displays a pop-up window that allows you to enter any text as a file description. After document was added, next to it's name, exclamation mark icon will be displayed. It informs user, that document was saved but not placed. In order to place document, user needs to use "Submit petition/make an offer" action, described later in this chapter.

Image 263 List of documents

It is worth paying special attention to the "Save" button. This action will cause the data entered by the user to be remembered, but this does not mean submitting the application. Save button will call "Petiton was saved / Attention! Offer was saved but not placed. Pleas place offer." pop-up, that needs to be "Confirm".
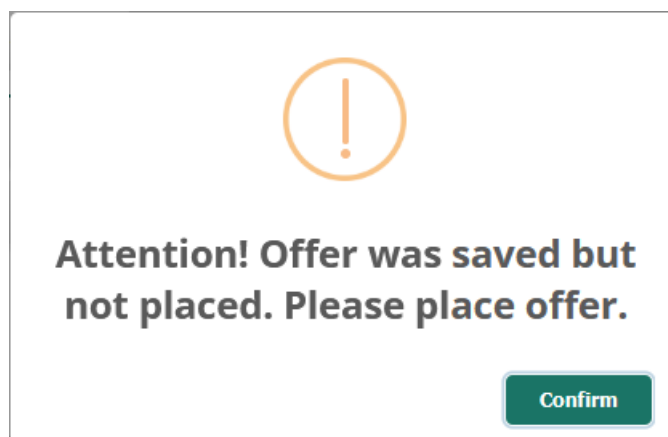

Image 274 Offer saved pop-up

After confirmation "Documents" section will look like this:

Image 285 Section documents after clicking the "Confirm" button.

If you want to change the application, click on "Edit". This button will return to the previous view.

To complete the application for the next part, you can choose the "Next part" button in the upper right corner of the screen or select "Save and return" to return to the view of all parts.
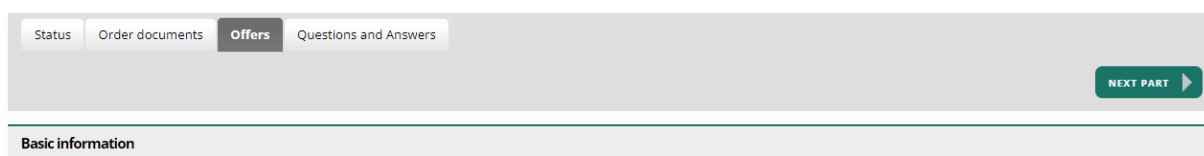

Image 296 "Next part" button

Help in the application can be messages that are in the "Comments" section on the "Status" and "Proposal/Offers" tabs.
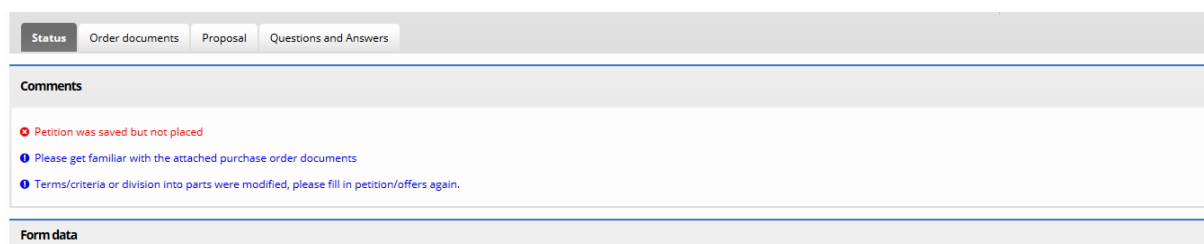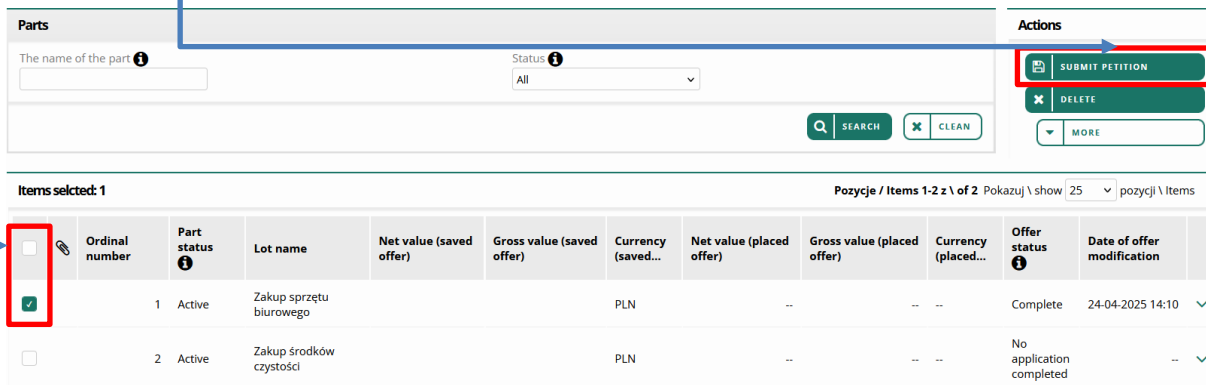

Image 307 The "Comments" section along with the messages

As you can see in the above image, the Purchasing System informs the Contractor that his application has been only saved and reminds you to read the attached order documents. Clicking on the message "Petition / offer was saved, but not placed" will result in redirection to the "Proposal/Offer" tab, where

it will be possible to submit an application, offer or other answer to the demand expressed by the Ordering Party.

The "Save and return" button redirects the user to the parts list. Select check boxes and click on the "Submit petition" button. In the case of the offer stage, it will be called: "Make an offer".

		Ordinal number	Part status ⓘ	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...	Net value (placed offer)	Gross value (placed offer)	Currency (placed...	Offer status ⓘ	Date of offer modification	
☑		1	Active	Zakup sprzętu biurowego			PLN	--	-- --		Complete	24-04-2025 14:10	⌄
☐		2	Active	Zakup środków czystości			PLN	--	-- --		No application completed	--	⌄

Image 31 Submitting the petition for the selected part

Submission of the application by clicking the "Submit application. Offer" will require one-time confirmation on the pop-up window.

I confirm that I got familiar with the documents and want to make an offer

Confirm   Cancel

Image 329 A message requesting confirmation of submission of an application

In case of editing, petition/offer that was already placed, and saving changes made in petition/offer, on tabs "Status" and "Proposal/Offers" in section "Comments" message "The application has been modified. Please, submit the application once again." will appear. Clicking on this message will result

in redirection to the "Proposal/Offer" tab, where it will be possible to submit an application, offer or other answer to the demand expressed by the Ordering Party.
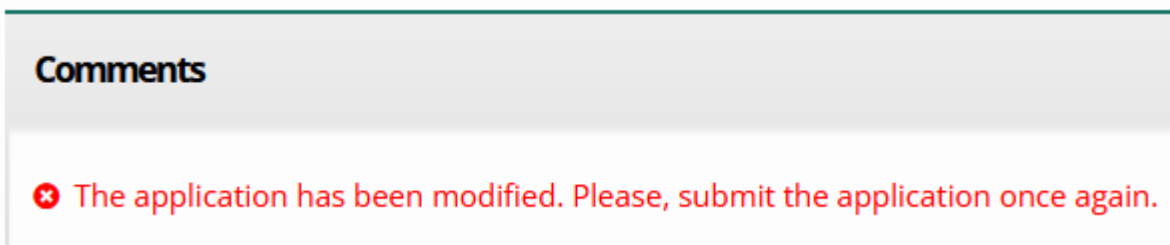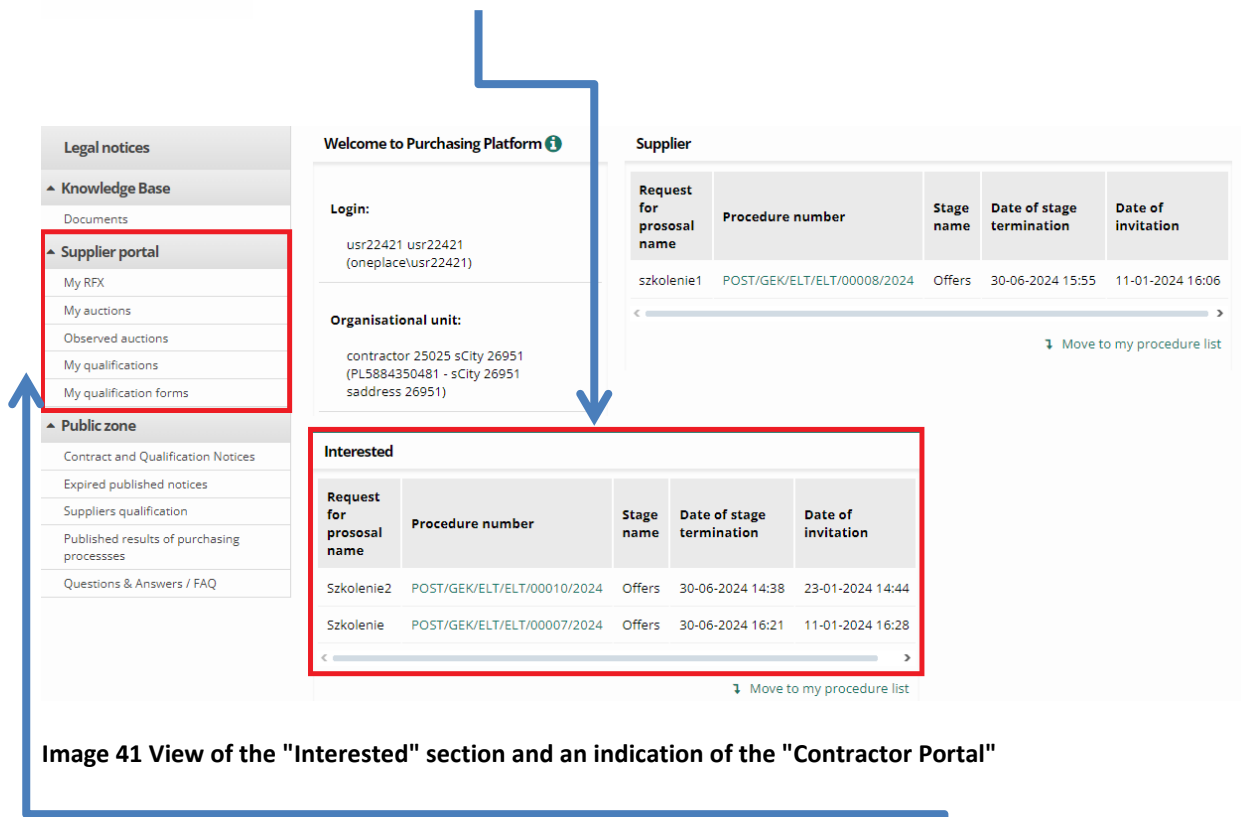

Image 40 "Comments" section with message about modified application

Proceedings for awarding the contract, to which the Contractor was invited or proceeded independently, will be visible immediately after he has passed to the Purchasing System from the OnePlace Platform in the "Interested" section, as presented in the following image:

Image 41 View of the "Interested" section and an indication of the "Contractor Portal"

All objects to which the Contractor joined will be available through the "Supplier Portal" module.

An important element of the "Contractor Portal" module is the link "My RFX ", in which the Contractor's user will find a list of all proceedings, for which he expressed interest through the declaration of accession. What is more, the user will find in this reference also all non-public proceedings, to which he was invited by the Ordering Party. In addition, there will also be proceedings that the authorized user has made available to the Contractor a folder with documents. The "My RFX " link has been discussed on the next page.

Image 4233 "My RFX "

In the procurement system, the "My" component means that it is an object to which the Contractor joined as a result of his own pursuit or dedicated invitation from the Ordering Party. The view presented in the above image appears after clicking on the link "My RFX". The list of all proceedings and the search engine is visible. If you want to make an offer or preview a given object, find it on the list and click with the left mouse button. This will display the given RFX object.

It is worth noting that the objects located in the "My Conduct" section are RFX objects, not complete proceedings. This means that the user will find here different stages of the proceedings, not all proceedings. If the given procedure consists of more than one stage, eg negotiations and offers, the list will show the newest of them, i.e. the appearance of the next stage of RFX in the proceeding will result in disappearing from the list of the preceding stage. However, after entering the object from the status tab, it is possible to go to the preview of all stages and rounds of proceedings. At any time, the user has the opportunity to suspect with which stage of the proceedings he has to deal already from the level of the "My Conduct" list. This is presented in the following view:

Image 343 Column "Enquiry model"

The "Enquiry model" column informs about the nature of the given RFX object. The contractor, in addition to the basic information about the proceedings (name and number), can easily identify in which stage he / she may potentially participate. In the above image, these are "Offers".

The Employer has the possibility to invite interested contractors to individual proceedings or selected RFX objects. If the Contractor was invited by the ordering party, the user representing this Contractor will receive an email notification and notice on the start screen (available after redirecting to the Purchasing System) in the "Contractor" section of the relevant object:
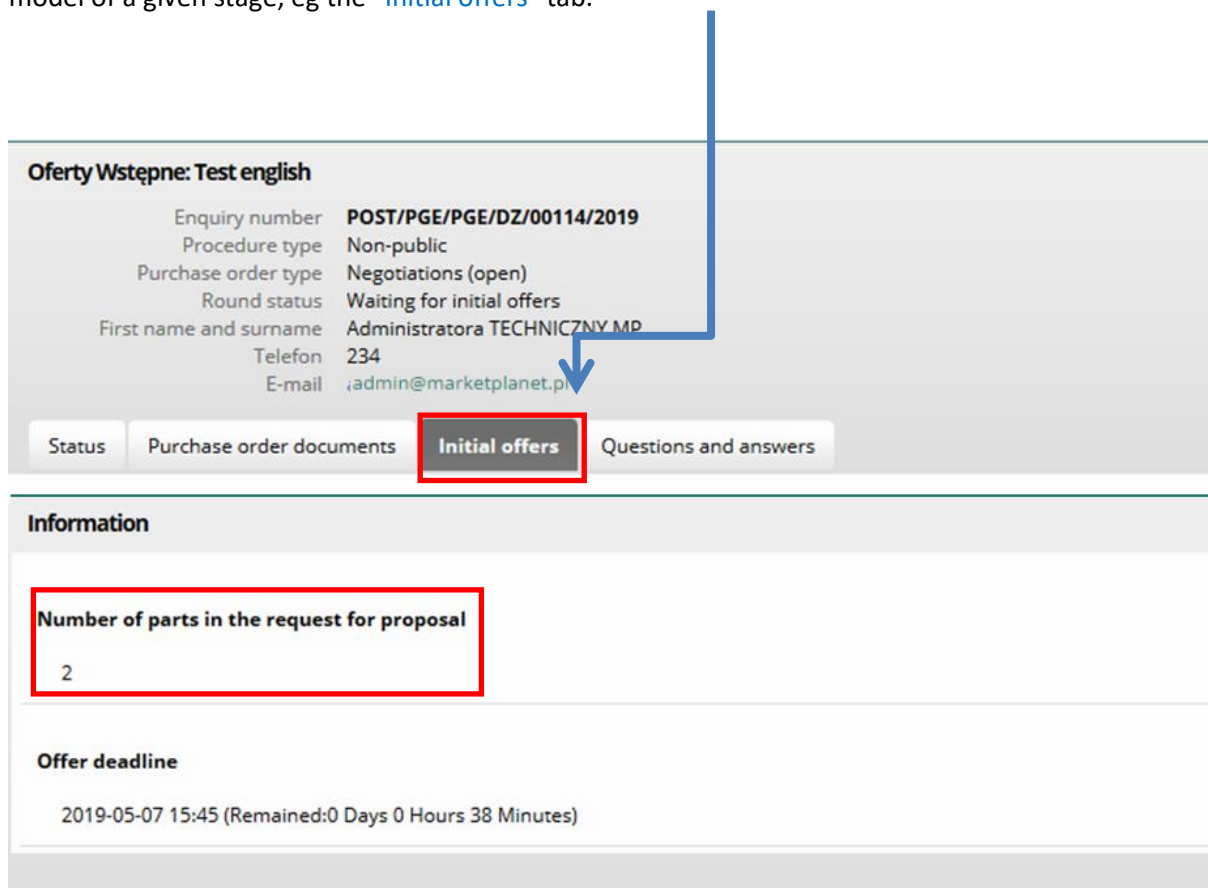

Request for prososal name	Procedure number	Stage name	Date of stage termination	Date of invitation
szkolenie1	POST/GEK/ELT/ELT/00008/2024	Offers	30-06-2024 15:55	11-01-2024 16:06

↧ Move to my procedure list

Image 354 RFX Object "Offers" in the "Contractor" section

This object will also be available in the "Portal of the Contractor" module (reference "My RFX objects").
Requests, offers or answers are based on parts of the order. If the order contains more than one part,
the Purchasing System will emphasize this in the "Information" section on the tab appropriate for the
model of a given stage, eg the "Initial offers" tab.

Image 365 The "Information" section on the "Initial offers" tab

It is worth emphasizing here that the name of the bookmark depends on the nature of the RFX object.
If the Employer collects applications within the facility, this tab will be called "Applications", and if the
Contracting Party is awaiting initial or final offers, the name of the tab will be "Initial offers" or "Final
offers".

The picture presented on the next page shows the situation during which the Purchaser collects initial offers. Due to the fact that the order has two parts, the Contractor will have to submit two offers - one for each part.
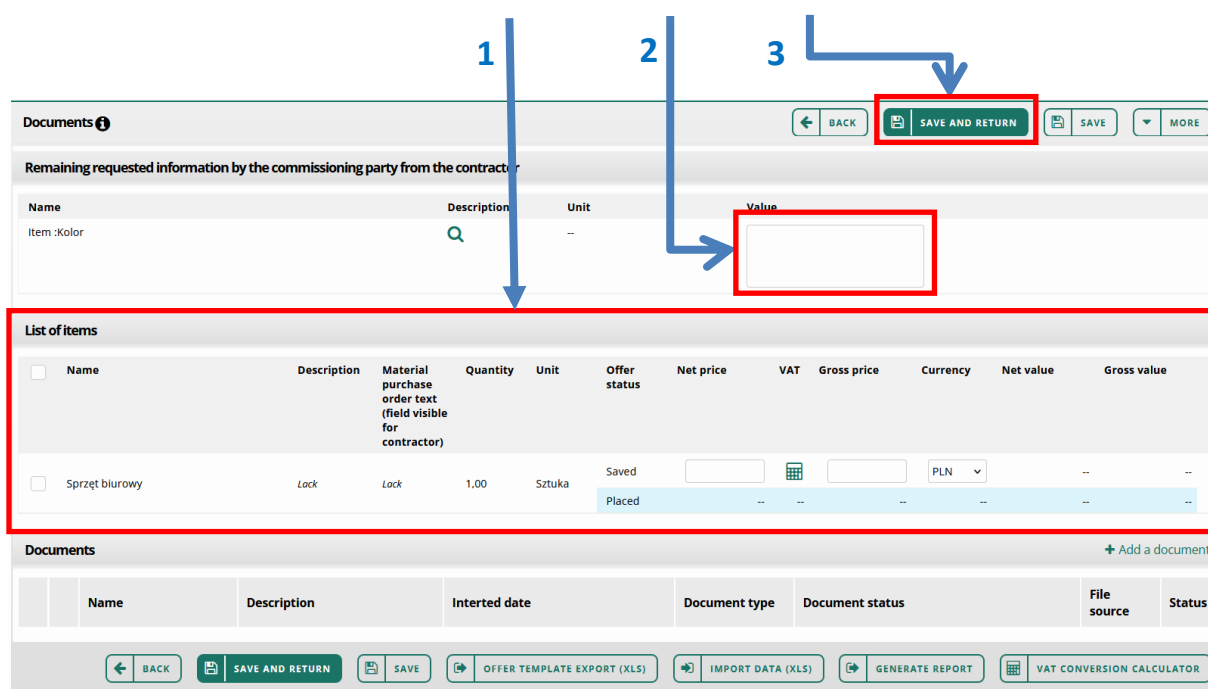
Image 376 View of part of the order on the "Initial offers" tab

In order to submit an offer for a given part, the user representing the Contractor should enter the selected part by clicking on its name with the left mouse button or clicking the icon and selecting the "Details" option from the context menu.

The action described above displays detailed information about a given RFX object. Find the "Documents" section. This section is described on the next page.

1) List of items assigned to a given part. The offer consists of each of the items in the part by filling in the fields "Net price" and "Gross price". The given value is always the price for one unit of measure (eg packaging, man-hour). Strona - 46

2) Depending on the criteria, conditions or additional items of the form required by the Ordering Party, the Contractor is obliged to complete the requested fields. If it is the next round of the same stage, the fields may already be supplemented with the previously

Image 387 The "Documents" section on the "Initial offers" tab

When completing the offer, in the fields "Net price" and "Gross price" use the functionality available under the calculator icon, which allows you to convert amounts between these fields. For this purpose, one of the amounts should be completed, eg "Net price" and then, in order to calculate the second value, open the following window through the icon with the calculator symbol. It is not possible to

complete both fields manually, always one of the values must be converted using the described functionality.

Image 398 Calculator for VAT conversion

The VAT recalculation calculator contains the most common VAT rates, along with the default 23% option. Of these, you should choose one using a checkbox. If the initially entered value was "Net price", select the "*Compute gross value*" button, and if the value initially entered was "Gross price" then the " *Compute net value*" button should be selected. After selectin VAT ratio: „*many*" both: net price and gross prise has to be entered using keyboard.

When user save the offer System will show an alert with information:
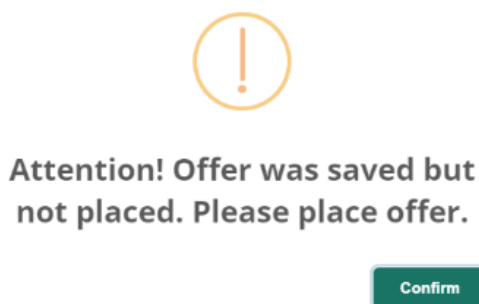
Image 409 Alert displayed when offer was saved

Closing window with alert is possible only by clicking action: "*Confirm".*

It is also possible to import data from a previously generated import template in .xls format.

Image 50 Import options

In order to generate template, user have to indicate (mark on the list) for which parts it will be generated. If the user does not mark any of the available parts and click the action: "*Offer template export (xls)*" - System will display an appropriate alert with the following information: "You have to select at least one of the available parts to generate a template for it".

If template is generated correctly, a file in .xls format with data on conditions/criteria and additional items defined for all selected parts will be saved on the user's local drive.

The template will contain data of all parts selected by user in the form presented below:

Image 51 Data template

User completes the fields marked in yellow for the parts for which he wants to import the data to the System.
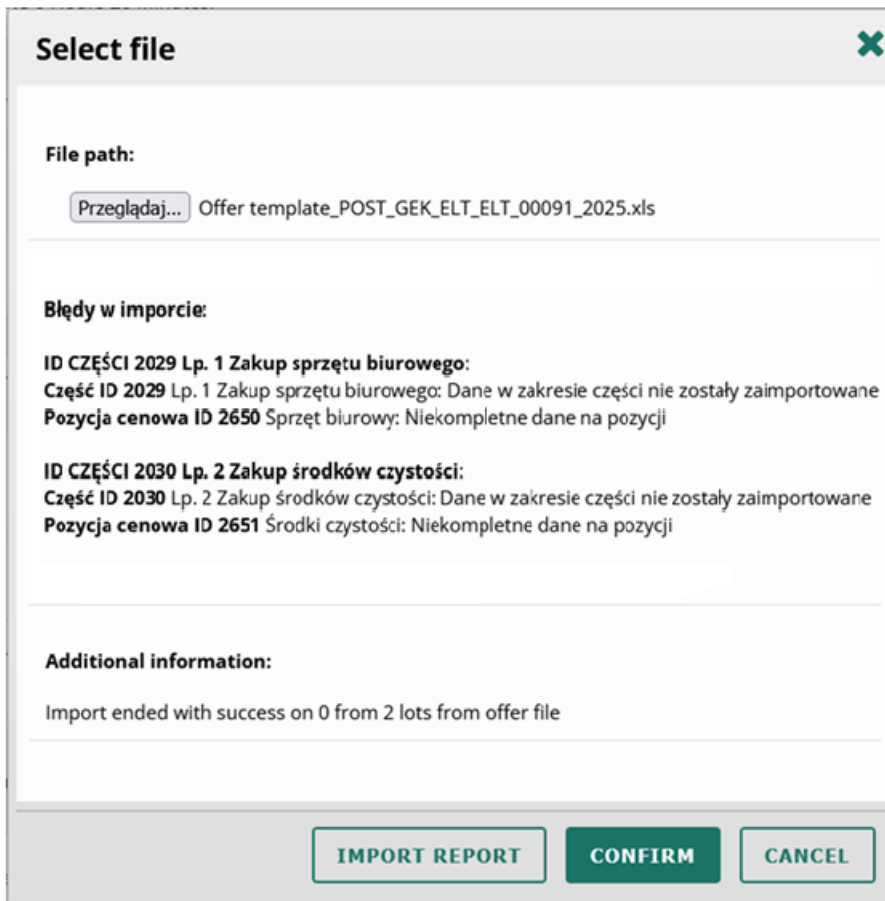
After completing the data template, imports it into the System. To do this, perform the action: "*Data import (xls)*", after which a window will be displayed in which the location of the completed file should be indicated.
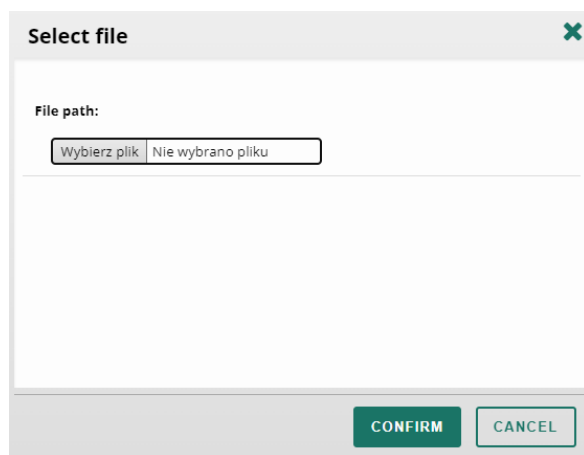
Image 5241 Import window.

The data template can be completed by user only in the scope of selected parts.

In order the data for parts to be imported correctly, all cells marked in yellow for this part have to be completed. In case of shortages or entering incorrect values, data for such a part will not be imported, and the System will display information about errors (in the Polish language):

Image 423 Information about errors appeared during data import

Clicking action: *Import Report* - generates a file in .html format with a list of all errors. Action: *Confirm* - will save data for parts which the data template was correctly imported. Action: *Cancel* - will close the window without saving the imported data.

Correct import marks the status of the part: "Offer completed".

When the data is correctly imported in terms of all parts available in the imported template, System will display the following message: "The data was successfully imported. Data saved on {number of parts} from {number of parts} available in data template"

The data was successfully imported. Data saved on 2 from 2 lots available in data template.

Image 434 Message after correctly data import

The "Generate report" button allows you to generate a file containing information about the submitted / saved offer. Clicking the button brings up a window containing a list of previously submitted / saved offers within the selected round.

Offer date	Offer author	Offer value	Electronic signature?	Offer status	
08-05-2024 21:02:05	Mikołaj Kruk (Sempre)	100,000.00 PLN	No	Placed	⌄
08-05-2024 21:01:55	Mikołaj Kruk (Sempre)	100,000.00 PLN	No	Saved	⌄
02-05-2024 15:29:04	Mikołaj Kruk (Sempre)	100,000.00 PLN	No	Saved	⌄

Image 445 Generate report

Clicking on the selected object on the list generates a pdf file containing the details of the submitted / saved offer.

Returning to the "Initial offers" tab allows to notice a significant change - for those parts of the order, the details of which were edited by the user, checkboxes will appear (deselected by default).
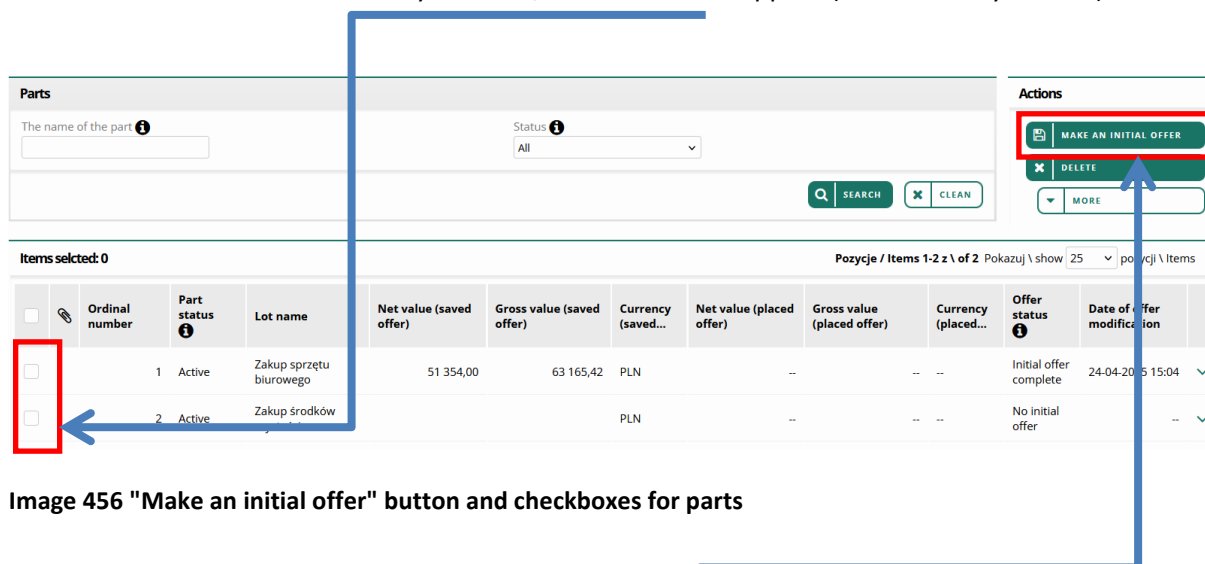

Image 456 "Make an initial offer" button and checkboxes for parts

Submitting offers is possible by clicking on the "Make initial offer" button. If you want to make an offer for a given part, please check the box next to it and then click on the "Make initial offer" button. If the user selects more than one check box and clicks on the button, the offers will be submitted to all parts with selected check boxes.

The "Make an initial offer" button will result in a message that was presented in the previous batch of this manual. The only difference is that this time the user submits the initial offer, not the application.

The process presented on the above pages looks identical also for the stage of final offers. The difference appears in the case of the "Negotiations" stage, which does not require any invited operators to undertake any activities undertaken in the Purchasing System environment - negotiations take place outside the system.

From the third tab (depending on the stage of "Requests" / "Offers" / "Initial offers"), the contractor may decide to submit an offer by a consortium. The functionality is available using the following checkbox.

Image 467 Consortium

Selecting the checkbox displays the message: "Consortium in offer has been selected" and the "Consortium" section has been extended by two tables "Consortium data" and "Proxy data".

Image 478 Consortium

By means of the action "+ Add contractor to the consortium" a window is opened that allows entering the consortium's data.

Image 489 Adding a contractor to the consortium

Completion of the offer by the consortium in the remaining steps does not differ from the method presented on the previous pages.

4.3.5   The Questions and Answers tab

The Purchasing System enables communication between the Employer and the Supplier, and the Questions & Answers tab is used for this. It contains two sub-tabs:

1. Information received from the ordering party - the section allows to display and print a list of messages received from the Ordering Party

Image 60 Questions and Answers: Information received from the ordering party

You can read received message by entering the details of the message. The action appears after right-clicking on the appropriate line.

Question number	Date of question	The subject of the question		Status	
1	05-04-2024 08:07	Sample question 1		Response was given	⌄
2	08-04-2024 11:29	Sample question 2		Response was given	⌄
3	12-04-2024 14:38	Sample question 3	🔍 Details ✎ Answer the question of commissioning party	New question	⌄

« 1 »

Image 61 The details of received question

Using the "Answer the question of commissioning party" action, you can reply to the received message.

After clicking on the action, a response form will open, where you can provide a response in text form and attach a document.

Response form | 🛪 | SEND

Basic response data

Response content: *

Number of characters: **0** Maximum length: **4000** Available length: **4000** characters
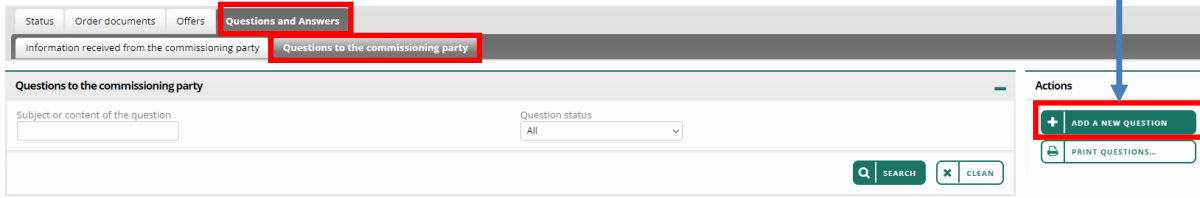
Attachments:
⊞

🛪 | SEND

Image 6249 Response form
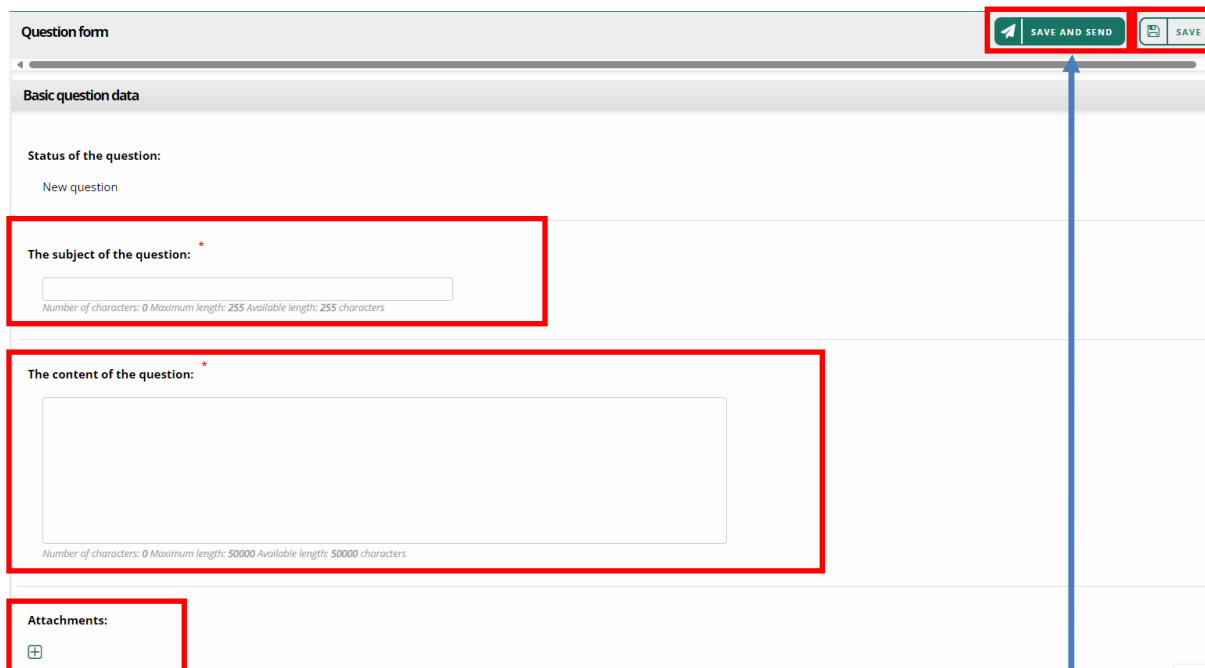
After completing the form correctly, click the "Send" action.

2. Questions addressed to the ordering party - the section allows to display all questions that the interested party has asked the Employer. It also allows you to ask a new question.

Image 503 Questions and Answers: Questions addressed to the Buyer

After using the "Add new question" action, a message to the Ordering Party form will open, where you can provide relevant information or ask questions regarding the purchasing process in text form, with the option of attaching a file.

Image 514 Question form

Complete the mandatory fields and select "Save and send" - the message will be forwarded to the Ordering Party. Alternatively, you can save a draft message by clicking the "Save" button. The saved message **will not** be visible on the Ordering Party's side. You will be able to edit and send it at any time, which will be announced in the "Comments" section.

Image 525 Saved question form

5. Participation in public proceedings

The proceedings announced on October 18, 2018 (and later) are covered by legal provisions regarding the electronicization of public procurement and require the collection of applications/offers only electronically (except for cases provided for by the Legislator, when the offer includes physical objects, e.g. material samples, and the Contractor submits electronically only the ESPD document). In order to determine the appropriate form of submitting documents in public proceedings, please refer to the provisions of the Terms of Reference/Contract Notice. The functionalities described are related to the introduction of an encryption mechanism and electronic signing of the application/offer form.

5.1 Procurement

The list of offers is available in the "Public zone" via the link " Contract and Qualification Notices ".

Image 536 Place of publication of announcements

To proceed to the proceedings, click on the selected object with the left mouse button. An ad dedicated to him (containing order documents) will be displayed.

Image 547 Entering into proceedings (public)

The button available in the header above the announcement allows you to proceed to the proceedings. This does not mean having to submit an offer, but access to the RFX object. What's more, such an RFX object will be available from now on the list of "My RFX ".

Image 558 RFX object available on the "My RFX" list after joining the proceedings

5.2 "Applications / Offers" tab

After joining the proceedings, a tab dedicated to the type of response collected by the ordering party in a given stage, eg "Offers" or "Applications" will be displayed. If this is the first stage of the public procedure (eg "Applications" under a limited tendering procedure), then the "ESPD Attachment " section will appear on the tab. The submission of an ESPD is always required at the first stage of a given proceeding (the exception here is the "Single-source procurement" stage, where the first stage of "Negotiations" is optional and does not require system actions on the part of the Contractor).
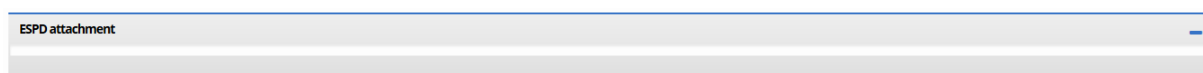
ESPD attachment	−

Image 569 ESPD Attachments (without add file buttons)

It should be noted that the section "ESPD Attachments" currently has no buttons to add a file. This is the correct operation of the system, because the buttons will appear only after completing the application / offer for at least one part.
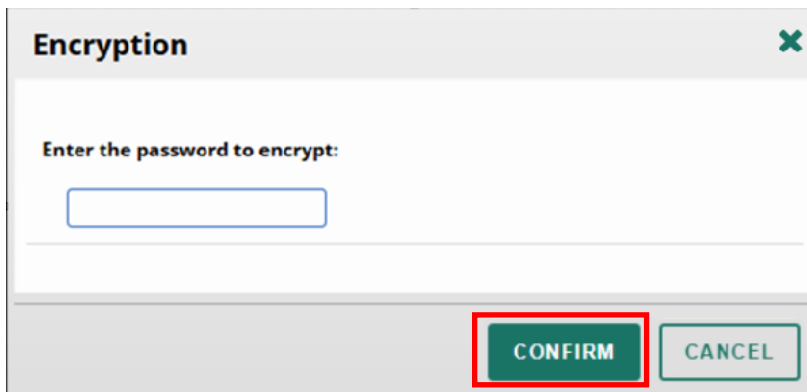
	📎	Ordinal number	Part status ⓘ	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...	Net value (placed offer)	Gross value (placed offer)	Currency (placed...	Offer status ⓘ	Date of offer modification	
☐		1	Active	Zakup sprzętu biurowego			PLN	--	--	--	No application completed	--	⌄
☐		2	Active	Zakup środków czystości			PLN	--	--	--	No application completed	--	⌄

Image 70 Parts of public proceedings

To complete the part, click on the selected part of the procedure (section "Parts") with the left mouse button. The mechanism for completing applications / offers does not differ from the description in Section 6.3 "Submission of an offer / answer". The main difference is the encryption mechanism used in public proceedings.

5.3 Encrypting

Encryption is a mechanism whose purpose is to prevent the unauthorized persons from displaying the content of the offer / application / response before the expiration of their opening date. At the moment the user made one of the actions that triggered the encryption - "Add file" (section "ESPD attachments"), "Save", "Save and return", "Next part" or "Submit an offer / offer" - a control window will be called from encryption.

Image 71 Encryption window

A password should be entered in the window that will serve to encrypt the offer. Special characters are allowed, excluding the space character. After entering the password, click on the "Confirm" button. Successful saving of the password will confirm the message about the action execution, e.g. saving the application. From the moment the password is first entered, it is permanently assigned to the offer / application. After encrypting the offer, supplier on tab "Offers" in "Parts" section, instead of offer's value will see information "Encrypted offer".

Image 72 Information "Encrypted offer" instead of offer's values

NOTE - It is not possible to change the password once without withdrawing the offer / application. The password is required from the user once per session, i.e. after logging in and attempting to edit / submit an offer / application, a password will be requested. If the user performs all actions in the same session in which the password was set to encrypt, then the password again will not appear until the user logs in again. Each offer has its own, dedicated password. This means that the password once entered must be <u>saved / remembered</u>. If user forgets password, only options to solve this issue are: delete saved offer or withdraw placed offer. Offer withdrawal is described in chapter 5.9

The only option to display the content of the offer / proposal of the offer will be to decipher it. Importantly, the offers will be automatically decoded after the offer opening date (defined by the Employer). There is no need to provide anyone with the password used to encrypt the offer / request / response data.

The Purchasing System has implemented the functionality of decoding offers for the needs of the Contractor's user, for example in order to remind them or modify the offer and re-submit. The functionality is described in the next section.

5.3.1   Decrypting

The display of encrypted data from the Purchasing System, e.g. for the purpose of their editing, is associated with the necessity to decode the offer / application. Otherwise, the fields with previously entered data will remain empty. The action of deciphering the offer / application is carried out once per session using the "Decrypt" button. It is available from part of the proceedings.
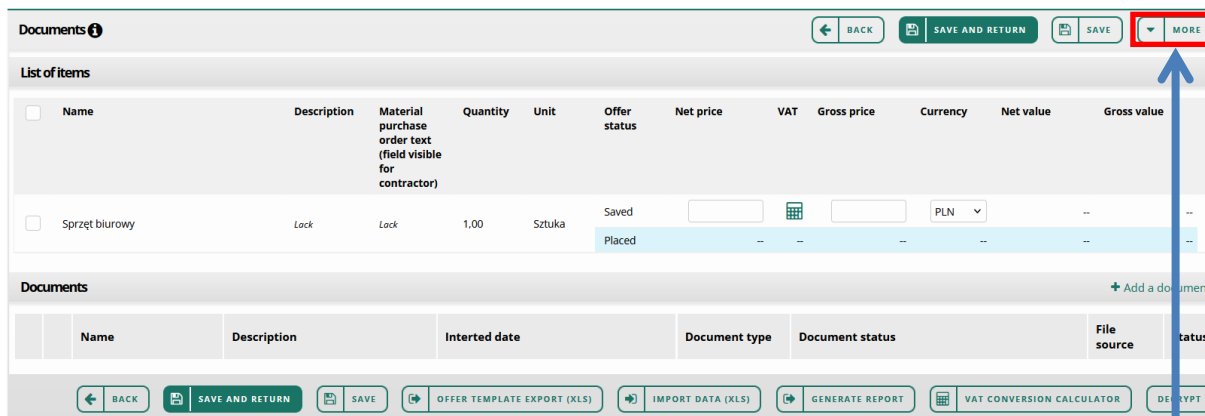
Image 57 A view of the previously completed part before decryption (no saved values)

To call the decryption action, click on the "More" button and select the "Decrypt" option from the drop-down list.
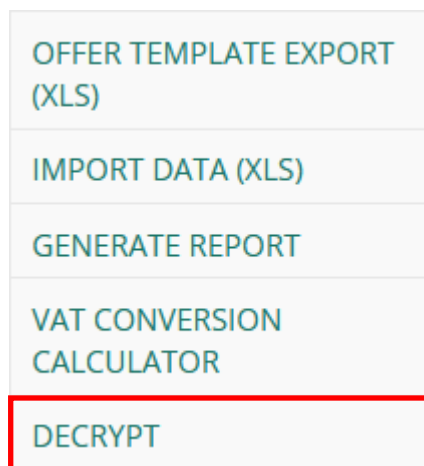
Image 584 "Decrypt" action

Decryption requires entering the password set at the first encryption. Enter the password in the window and confirm the action.

Image 595 Decrypting offer data

Submitting correct password will decrypt the offer on all positions.

Image 606 View of the decrypted part with the values originally entered

5.4 The European Singe Procurement Document

ESPD is an obligatory element of the application / offer. It is submitted together with the application / offer after the file has been attached via the section "ESPD attachment" available from the "Offers / Applications" tab. According to the information presented in Chapter 5.2 "Applications / Offers tab", joining ESPD is obligatory at the first stage of a given proceeding (with the exception of the "Single-source procurement" mode, where ESPD is placed at the stage of "Offers").
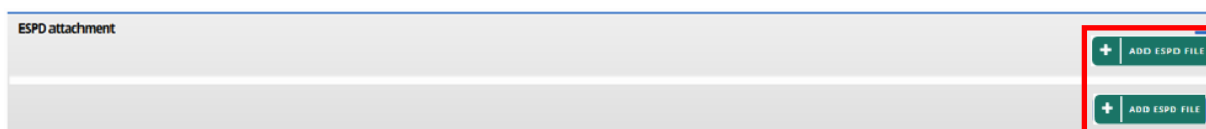
Image 617 Section "ESPD attachment" with buttons "Add file"

The ability to attach the ESPD file (presence of the "Add file" buttons) is conditioned by the editing of one part of the proceeding, ie supplementing it and saving (it is worth keeping in mind the column "Status"). In order to attach a file with a generated document, ESPD, click on one of the two "Add file" buttons. The following window will be called - press the plus icon, and after scanning the file (green icon) it will be included. It remains to press the "Add" button.
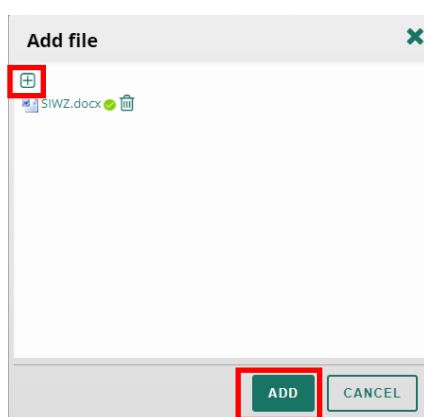
Image 628 Add ESPD Attachment window

Correct connection of the file will confirm the message.

PGE Dystrybucja S.A.

Ordinal number	Name	Inserted date	Document status	File source	Status	
	ESPD attachment ⓘ					—
1	jedz.docx	23-04-2025 12:35	Attached, not placed	SWPP2	✓	∨

Image 639 The view of the file added to the section "ESPD Attachment"

The file attached by the user can be signed electronically from the Purchase System. To do this, click on the attached file with the right mouse button. This calls the context menu with a number of options:
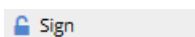
🔒 Sign

Image 80 Context menu with the option of signing a document from the Purchasing System

Selecting the "Sign" option will result in the launch of the electronic signature procedure, which is analogous to the one presented in the next part of the instruction to sign the application / offer form electronically.

NOTE - the Contractor's user has the choice between signing the EINCESS attachments from the Purchasing System level or attaching files already with an electronic signature (eg from the workstation level). It should also be mentioned that the ESPD and the signature submitted to EIN are encrypted. The possibility of downloading the ESPD and the signature placed under it will appear after the offers have been opened by the Ordering Party.

5.5 Adding attachments to the application / offer

From the level of a particular part of the proceedings (clicking on a given part with the right mouse button and choosing the "Details" option), the Contractor's user has the possibility to attach documents to the application or offer. Maximum size of the files uploaded to the Purchasing System is 150 MB. Acceptable files extensions are: xls, xlsx, doc, docx, pptx, pdf, xml, rar, zip, gif, jpg, dwg, tif, tiff, txt, rtf, jpeg, bmp ,ath, kst, png, asic, cades, xades, pades, 7z, mp4, msg, url, ods, cpg, dbf, prj, qmd, shp, odt, xlsm, ppt. It is recommended to upload files with pdf format. When user adds document, next to it's name icon with explanation mark will be displayed (Image 77). This icon informs supplier that document was attached but not placed. In order to place document attached to item, supplier needs to use action „Make an offer" for this item.

Adding attachments is possible using the option "+ Add a document".

Image 81 The location of the "Add document" button

Details related to the operation of the functionality are described in detail in chapter 4.3.4. It is worth noting that the Purchasing System allows users to sign documents electronically (other than the application / offer form). To do this, after adding the document (action described in 4.3.4), right-click on it and select the option „Sign" from the context menu.

Image 642 Electronic signature of attachments of the offer / application

PGE Dystrybucja S.A.

The procedure is similar to signing an offer form. In the case of signing attachments to the offer / application or the EIN annex, clicking the right mouse button on the document will allow to notice an additional option – „Download the signature". After the action has been carried out, the user's workstation will receive a confirmation of signature with a qualified signature. For correct verification of the signature, the "Download" action should also be performed to download the signed documents.
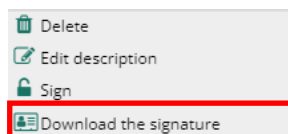
Image 65 Downloading signature action

This option will download the electronic signature to the computer. The availability of options results from the specificity of functionality - the signature placed under the files placed in the section "ESPD attachment" or "Documents (attachments to applications / offers") is saved as a separate file with a reference to the signed document (eg image). In the case of the application / offer form, the signature is embedded inside the file.

5.6 Submission of an application / offer bearing an electronic signature

In the context of correct completion and recording of applications / tenders for particular parts of the proceedings, the provisions presented in chapters 4.2 and 4.3 apply. After fulfilling all the conditions for submitting an offer / application in public proceedings, i.e. supplementing and saving the offer / application for at least one part of the proceeding and adding an obligatory (at the first stage) ESPD attachment, it will be possible to submit an application / offer.

		Ordinal number	Part status ⓘ	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...	Net value (placed offer)	Gross value (placed offer)	Currency (placed...	Offer status ⓘ	Date of offer modification	
☑		1	Active	Zakup środków czystości	Encrypted offer	Encrypted offer	Encrypted offer	--	-- --		The offer is completed	2025-05-20 10:51	⌄
☐		2	Active	Zakup sprzętu biurowego			PLN	--	-- --		No offer	--	⌄

Items selcted: 1 — Pozycje / Items 1-2 z \ of 2 Pokazuj \ show 25 pozycji \ Items

Image 664 Before submitting an offer / application, check the boxes at selected parts

To do this, select the appropriate parts of the procedure (fig. 82) and press the button „Make an application / offer” ("Applications / Offers" tab).

Parts

The name of the part | Status: All

SEARCH   CLEAN

Actions

MAKE AN OFFER
GENERATE REPORT
MORE
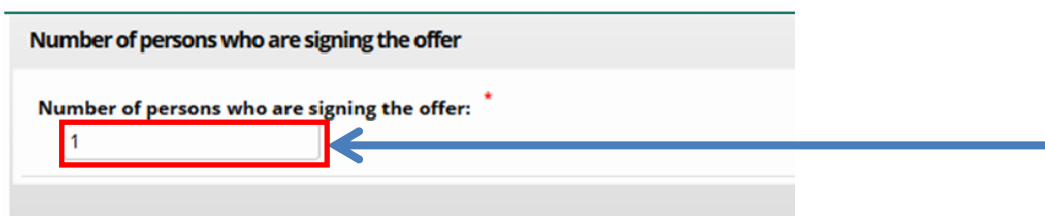
Image 675 Submission of responses (application / offers) to the Employer

In contrast to non-public proceedings, the condition for correct submission of an application / offer is the electronic signing of the generated form. The electronic signature procedure takes place from the level of the web browser and will start automatically after clicking on the "Submit application / offer" button. The correct implementation of the electronic signature on the document is associated with the need to meet specific requirements (technical boundary conditions, configuration of the workstation and work environment).

Requirements and recommendations are presented in detail in the document "Electronic Signature, Configuration and Submission of Auction Proceeds". Before participating in public proceedings carried out in the environment of the Purchasing System, it is necessary to read this document.

5.7 Electronic signature and multi-signature

The course of the offer submission process with an electronic signature is presented in a similar way to the way of submitting the offer described in the previous part of the Instruction (chapter 4.3). Turning to the tab dedicated to submitting RFX responses (eg "Application"), the "Number of people signing the offer" section will be visible. It is a mechanism of the so-called "Multi-signature", meaning the necessity of signing each offer by more than one user (the necessity may arise, for example, from the Contractor's organizational conditions or Ordering Party requirements defined in the documentation of the proceedings). Before submitting the offer, the Contractor is obliged to complete the field „Number of people signing the offer".

Image 686 Section "Number of people signing the offer"

After clicking on and clicking on the button "Submit [OFFER / APPLICATION]" a message will appear informing about the initiation of the electronic signature. The course of the first launch of the electronic signature procedure from the level of recommended browsers (Mozilla FireFox and Microsoft Internet Explorer) is described in detail in the document "Electronic signature, configuration and submission of bidding increments".

If the browser does not have the required version of the plugin, a pop-up window with a button will appear on the screen „Installation of the extension".
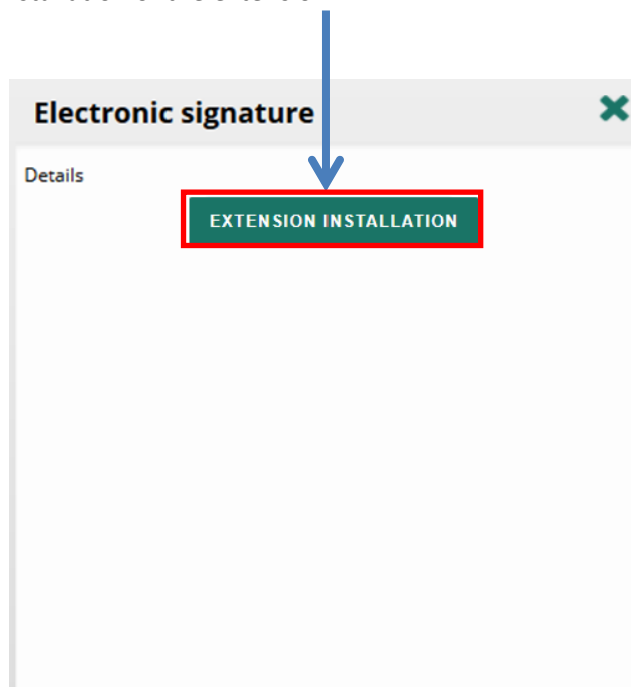

Image 697 Window for downloading extension updates (Internet Explorer)

NOTE - The course of the installation, commissioning and signing the document from Microsoft Internet Explorer is presented in the e-learning material "PGE electronic signature." Before starting the signature procedure, it is recommended to read the material.

The button will redirect you to the place where you can download the required updates. After the potential installation / update needed to run the Szafir applet has finished, it will run.

The application / offer form (PDF), which will be signed with the user's electronic signature, is presented at the level of the KIR Szafir console in the appropriate window. The document is generated automatically based on the details of the application / offer entered by the user. By using the "Save a copy" button it is possible to download the signed document to the computer.
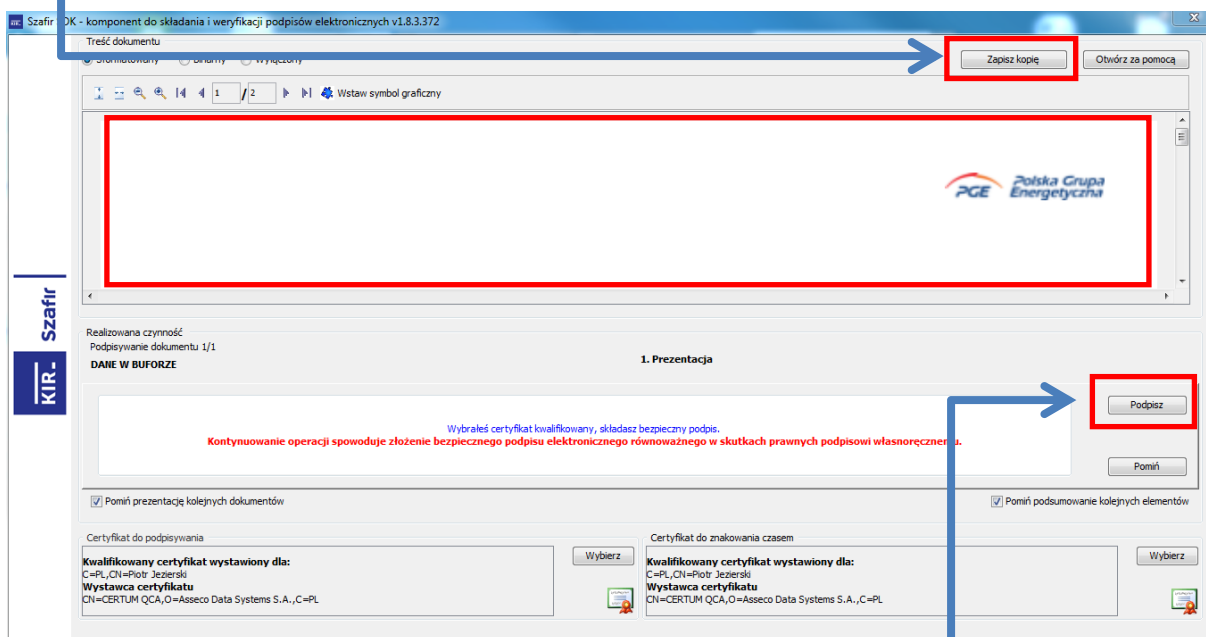

Image 708 View of the launched application for electronic signature

By clicking on the "Sign" button, the user can after signing the data sign the generated document. A successful action will be confirmed with an appropriate message, which is presented in the picture below. Press the "Finish" button.
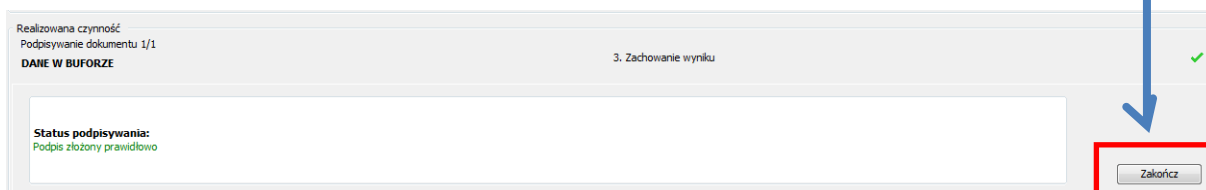

Image 719 "Finish"

After completing the "Finish" action, the application will display a window presenting a detailed "Summary of the actions" carried out by the user, which is divided into a series of statuses, eg "Signing" or "encryption"
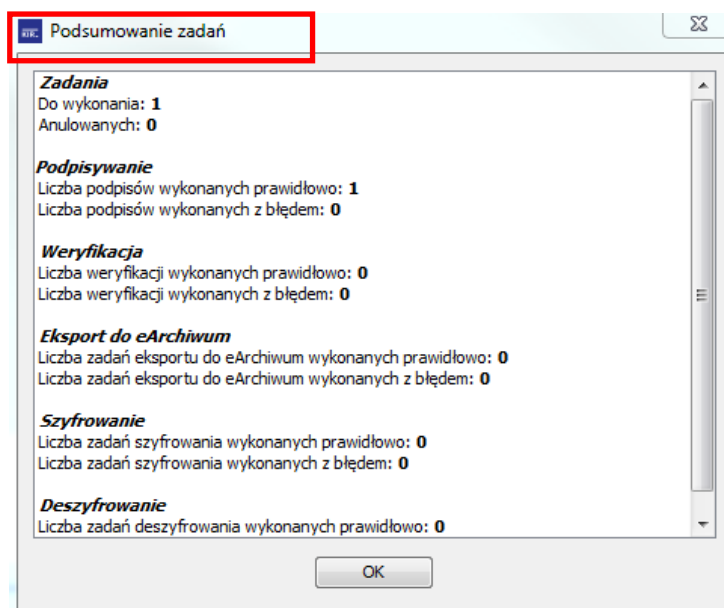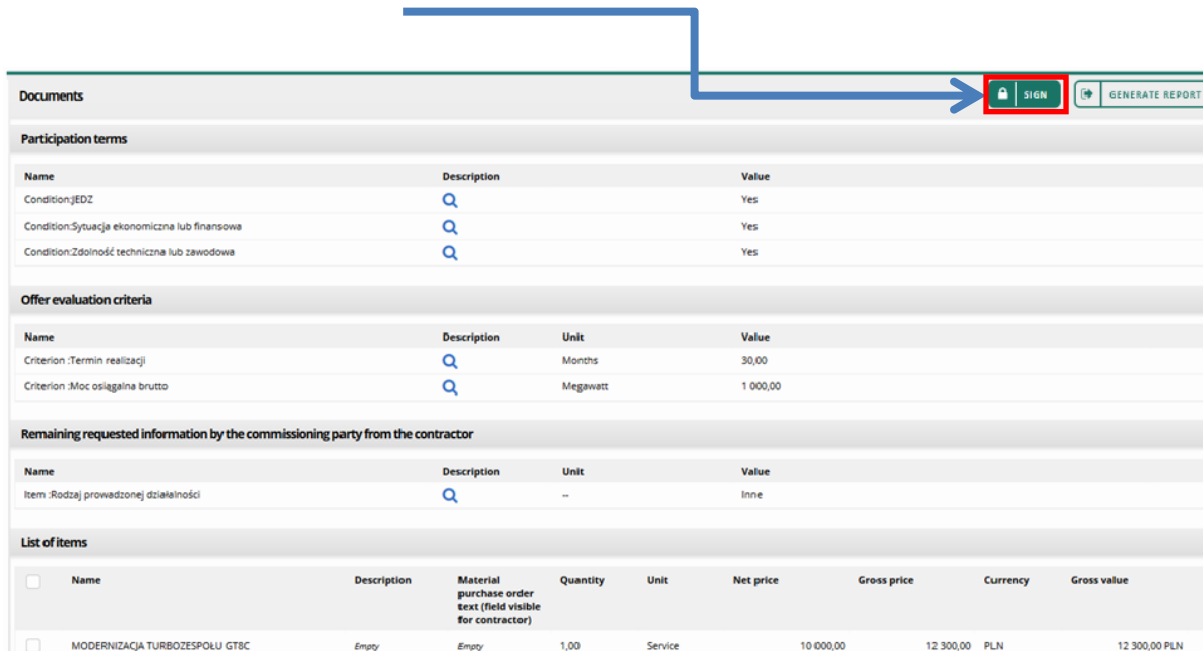

Image 90 Window summarizing the actions in the application for electronic signature

The offer has been submitted, but if the Contractor's user in the field "Number of persons signing the offer" indicated the necessity of affixing the offer with more than one electronic signature (by entering the number 2 and more), subsequent users of the Contractor will be obliged to sign the offer / application. In the "Documents" section, the "Sign" button will become available.

Documents

Participation terms

Name	Description	Value
Condition:JEDZ	Q	Yes
Condition:Sytuacja ekonomiczna lub finansowa	Q	Yes
Condition:Zdolność techniczna lub zawodowa	Q	Yes

Offer evaluation criteria

Name	Description	Unit	Value
Criterion :Termin realizacji	Q	Months	30,00
Criterion :Moc osiągalna brutto	Q	Megawatt	1 000,00

Remaining requested information by the commissioning party from the contractor

Name	Description	Unit	Value
Item :Rodzaj prowadzonej działalności	Q	--	Inne

List of items

	Name	Description	Material purchase order text (field visible for contractor)	Quantity	Unit	Net price	Gross price	Currency	Gross value
☐	MODERNIZACJA TURBOZESPOŁU GT8C	Empty	Empty	1,00	Service	10 000,00	12 300,00	PLN	12 300,00 PLN

Image 91 "Sign" button

ATTENTION - in the event of problems with the electronic signature, the technical requirements contained in the document "Electronic signature - instruction" should be verified first and compliance with the instructions.

5.8 Proposal / offer submitted

Submission of the application / offer will be confirmed by a message saying "Offer / Application submitted correctly". By accessing the "Application / Offer" tab, you can verify the status of applications / offers for individual parts of the order and the status of the ESPD attachment.

Ordinal number	Name	Interted date	Document status	File source	Status	
ESPD attachment ⓘ						−
1	jedz.docx	23-04-2025 11:52	Placed	SWPP2	✅	⌄

Image 722 Status of ESPD attachments "Placed" ("Document status" column)

	🔗	Ordinal number	Part status ⓘ	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...	Net value (placed offer)	Gross value (placed offer)	Currency (placed...	Offer status ⓘ	Date of offer modification	
☑		1	Active	Zakup środków czystości	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	2025-05-20 11:06	⌄
☐		2	Active	Zakup sprzętu biurowego	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	2025-05-20 11:07	⌄

Image 733 Offer Status ("Offer placed")

By clicking on the "Generate report" action (available both from the list of all parts and a given part), the Contractor's user can also generate and download a PDF with the details of the submitted offer.

Parts

The name of the part

Status
All

🔍 SEARCH   ✖ CLEAN

Actions

✖ WITHDRAW

➡ GENERATE REPORT

Image 744 "Generate report" action

Offer date	Offer author	Offer value	Electronic signature?	Offer status	
20-05-2025 11:10:22	Wykonawca 1		No	Placed	⌄
20-05-2025 11:07:03	Wykonawca 2		No	Saved	⌄
20-05-2025 11:06:02	Wykonawca 1		No	Saved	⌄

Image 755 List of possible to generate reports from applications / offers

In order to generate a document with the details of the offer from a particular state (individual entries or final submission), select the appropriate line and click on the action "Generate report". Additionally, the Contractor, after submitting the offer, will receive an email confirmation generated from the system. Report will not include deleted/withdrawn offer (Delete/Withdrawal described in chapter 5.9)

Offer date	Offer author		Offer value	Electronic signature?	Offer status	
20-05-2025 11:10:22	Wykonawca 1	Generate report		No	Placed	⌄

Image 766 Generating a report from the submitted offer

ATTENTION - with the expiration of the offer opening date and after buyer uses action "Go to filling out offer details and evaluation", both buyer and supplier are able to use "Generate report" button and clicking the right mouse button on the application / offer, to download a previously signed document.
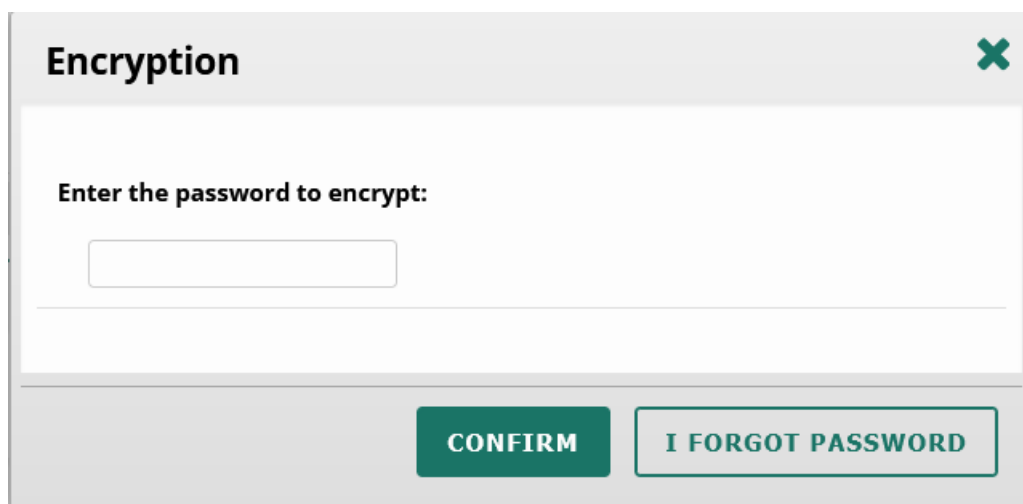
09-05-2019 10:29:30	Jan Giers (ONEPLACE\aura)	Generate report	Placed	⌄
09-05-2019 10:28:51	Jan Giers (ONEPLACE\aura)	Download the signed document	Saved	⌄

Image 777 Download the signed document

5.9 Delete/Withdrawal of the application / offer

The Contractor may withdraw the submitted application or delete saved application before the deadline for submission of tenders. Deletion of saved offer will erase whole, previously saved, offer form. After offer withdrawal "Offer status" will change from "Offer placed" to "Offer completed" and offer's data will not be erased. In case of encrypted offers, offer withdrawal will require offer decryption. If offers are encrypted while user wants to withdraw them, pop-up with password and buttons "Confirm" and "I forgot password" will appear. Providing password and pushing "Confirm" button will withdraw offer. Action "I forgot password" will trigger pop-up message with information about consequences of offer withdrawal without providing password. Confirming this message will erase whole offer with password.

Image 788 Pop-up message with password
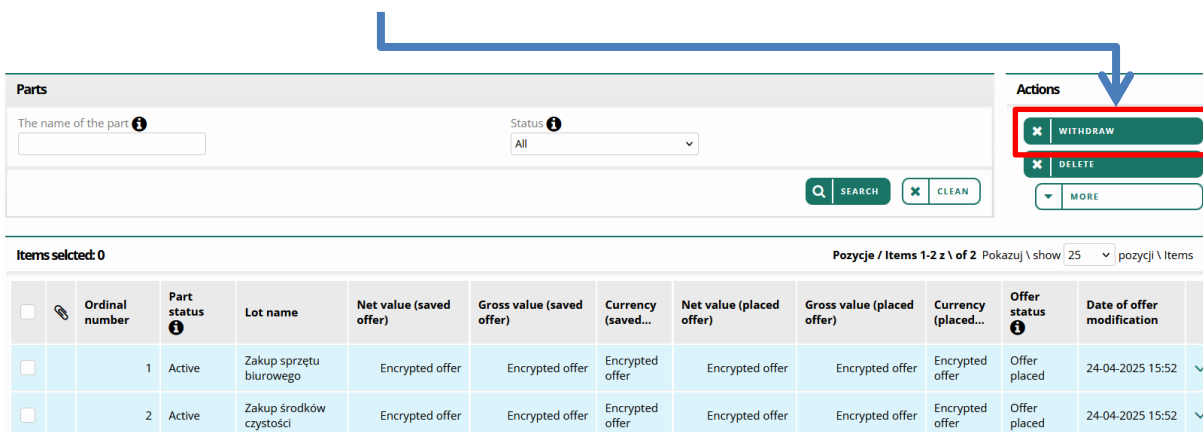
Image 799 Message about consequences of offer withdrawal without providing password

The ordering party will not in any way have an insight into the contents of the originally submitted data - the withdrawal will change status from "Offer placed" to "Complete" and will not delete details of the submitted application / offer and attachments (including ESPD) attached to it.

NOTE - regardless of the amount of parts in a given proceeding action "Undo" will mean that bids / proposals submitted to all parts.

Withdrawal of an offer from public procedure does not exclude re-submission of an offer within a given stage.

In order to withdraw Offers / Proposal from proceedings, from the level of the "Proposal / Offers" tab of a specific RFX button "Withdraw" is in the "Action" section.

Image 100 Withdrawals of Proposal / offers from proceedings

To withdraw the offer, click on the "Withdraw" button. The action should be confirmed (or canceled).

Are you sure to withdraw that offer?

Confirm   Cancel
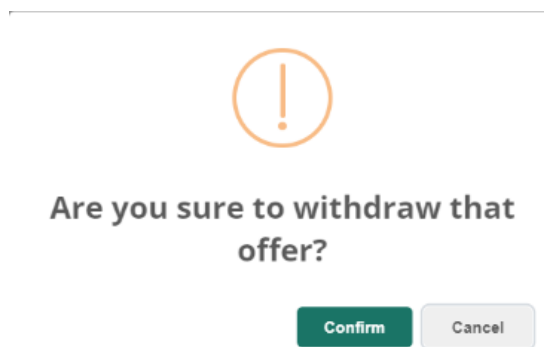
Image 101 Message requesting confirmation of the withdrawal of the offer

The correct withdrawal of the offer / application must be signed with an electronic signature on the Application / Offer withdrawal form. The withdrawal form is presented below:

Formularz wycofania oferty \ Withdrawn offer form	
Nazwa zapytania \ Name of request for proposal	Zakup stacji SDN dla PGE GiEK S.A. Oddział Kopalnia Węgla Brunatnego Bełchatów
Numer zapytania \ Number of request for proposal	POST/GEK/GEK/PMR-KWB/05928/2018
Nazwa \ Name	AURA Sp. j.
Miejscowość \ Locality	Szczecin
NIP \ Vatin	PL8512422748
Części postępowania z wycofanymi ofertami \ Procedure parts with withdrawn offers	
nr 1 Stacja elektryczna przenośnika taśmowego G.76	

Image 102 Form of withdrawal of the offer

The electronic signature procedure is presented in analogy to the electronic signature of the offer form, which is presented in chapter 5.7. After successfully signing the withdrawal form, the withdrawal action will end.

5.10 *Editing the proposal / offer*

The Contractor before the deadline for submitting proposal / offers has the possibility to change the content of the response (proposal / offer) to the Ordering Party. The offer is being edited by modifying the details of the originally submitted proposal / offer and re-submitting.

The changed data will be overwritten. It should be emphasized here that only one offer can be received from one Contractor, which is treated as a whole by the system. The Awarding Entity, at the time of opening the offers, has access only to the last version of the proposal / offer submitted by the Contractor. Previous versions are available only to the Contractor's user through the "Generate report" option and generate a report from previous versions of the offer / proposal.

The offer can be edited any number of times, but submission of the corrected version at the Purchaser must be made before the deadline for submission of offers. If the Contractor submits the offer and commences editing, but does not manage to submit the proposal / offers again, the Employer will display the submitted version at the time of opening the offers and it will be the binding version. As part of editing the proposal / offer, it is allowed to change the data entered on the form as well as adding / removing attachments.

NOTE - The editing option may also be used before submitting an offer to modify saved versions of the proposal / offer.

5.10.1   Editing

The purpose of editing the application / offer should be to ensure that the answer addressed to the Ordering Party has been correctly submitted. You can do it, among others by verifying the Offer status on a given part of the inquiry.

Image 103 Offers placed on parts of the proceedings

By displaying the details of a part, you can access the content of the offer (you may need to decipher it, see chapter 5.3 and 5.3.1). To view details, click on the selected part.

Image 804 Details of the selected part of the offer inquiry

Having access to the content of the offer / application, the Contractor's user may introduce changes to its original wording, eg change the price at one of the positions or otherwise respond to the condition defined by the Ordering Party. Changes to the part form should be saved using the "Save" or "Save and return" button.

Image 815 RFQ view with a modified offer for one part

After returning to the parts list, pay attention to the statuses that appear on individual offers - in the illustrated case the status for one of the parts has changed to "Offer completed". The change of status is dictated by the fact of introducing and saving changes in the original wording of the offer. It should also be noted that the "Submit offer" button (or "Application") has become available again.

Selecting the check box next to the edited part and clicking on the "Submit offer / application" button will initiate the electronic signature procedure (the course presented in previous subsections).

NOTE - The offer is treated as a whole. Regardless of the quantity of the part of the inquiry, on which the Contractor modified the parameters of the offer, the re-submission of the offer will be based on all parts (including those unedited). The offer form to be signed will contain all parts (with updated values).

6. Auctions

All auctions to which the contractor was invited are available in the "Contractor Portal" module via the "My auctions" link.
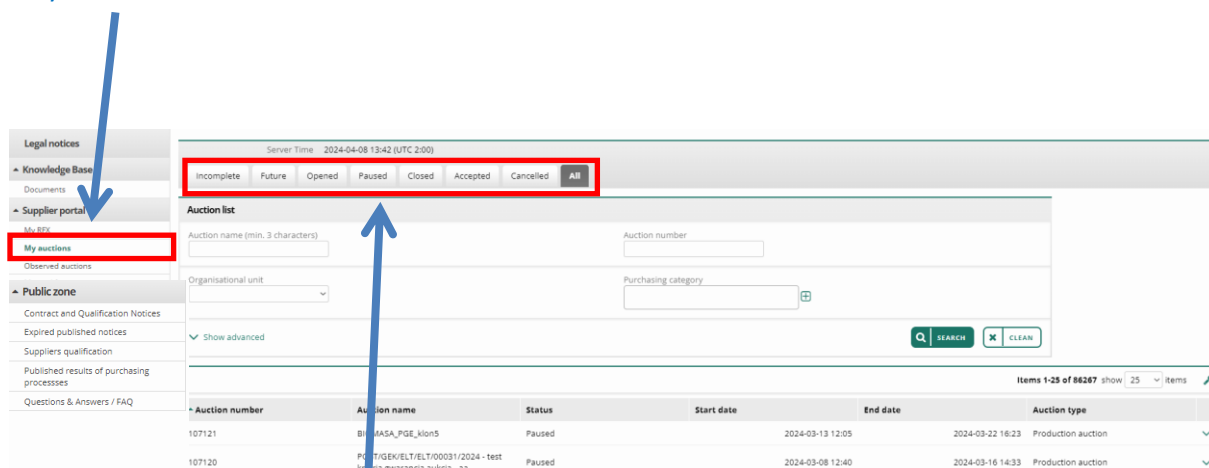
Image 826 "My auctions"

The tabs available in the "My auctions" link allow you to filter auctions according to their current status - "Future", "Open", "Paused", "Finished", "Accepted" and "All". Access to active listings is best obtained through the "Open" tab.

Auctions are conducted according to one of the following rules:

a) dynamic - the next bid will be accepted if it is more favorable than our last bid in the auction

b) English - the next bid will be accepted if it is more favorable than the currently winning bid in the auction

In order to participate in the auction, you should first find an open auction and enter it by clicking with the left mouse button on the name of the selected auction.

Only one user of the contractor may participate in the auction.

Auction may have attached regulations, which may also require acceptance by the bidder. A user wishing to participate in such auction must read it and accept it. It is a condition of participation in the auction. Preview of the regulations is available by clicking on the name of the file with the regulations. The "Accept Auction Rules" button is used for acceptance.
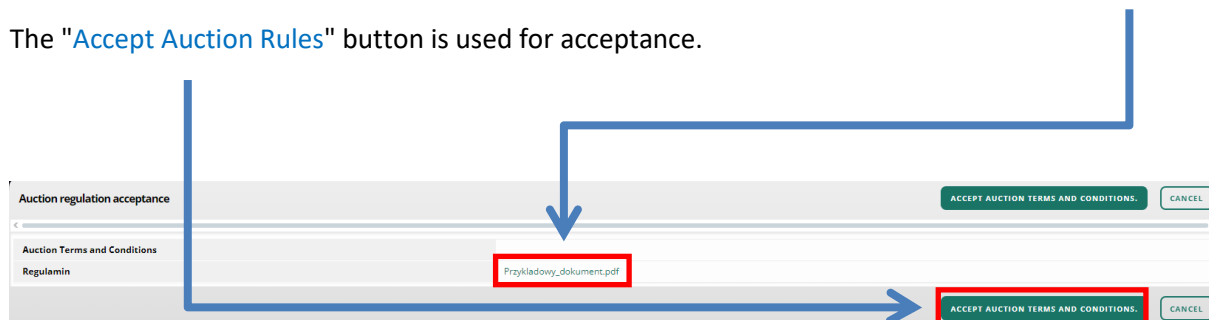
Image 837 Auction regulations acceptance

Acceptance of the regulations will allow displaying the "Bidder's console", which has been divided into several sections - "Auction parameters", "Console" and "History". If the regulations is not attached to the auction - after clicking, the bidder's console will open immediately.

Image 848 Section "Auction parameters"

In the "Auction parameters" section, the user can read the detailed information about the auction - start and end time, maximum number of overtime rounds etc. - and technical information - server time and link delay.

Auction overtimes

Extra time is an extension of the auction duration by the extra time defined by the Auction Operator each time a new bid is submitted before the time shorter than the defined extra time.

PGE Dystrybucja S.A.

Example: in the auction the overtime time was set to 5 minutes. The auction ends at 10 a.m. and at 9:57:12 a.m. a bid was placed. In this situation, the auction is extended by 5 minutes - until 10:02:12 a.m..

The situation will be repeated until all extra-time planned by the Auction Operator have been used. Maximal number of overtimes is visible in the auction header in the field: "Number of overtimes".

Link delay

In the header of the auction console there is information about the current link delay. If the values indicated there during the auction exceed a few seconds - then you should revise the device's connection to the Internet and refresh the console. Long delays may prevent the auction participant from submitting bids. If there is no communication with the server, the bidder will receive a notification: "The console has lost connection. Wait for resume or refresh the console. Check internet connection."
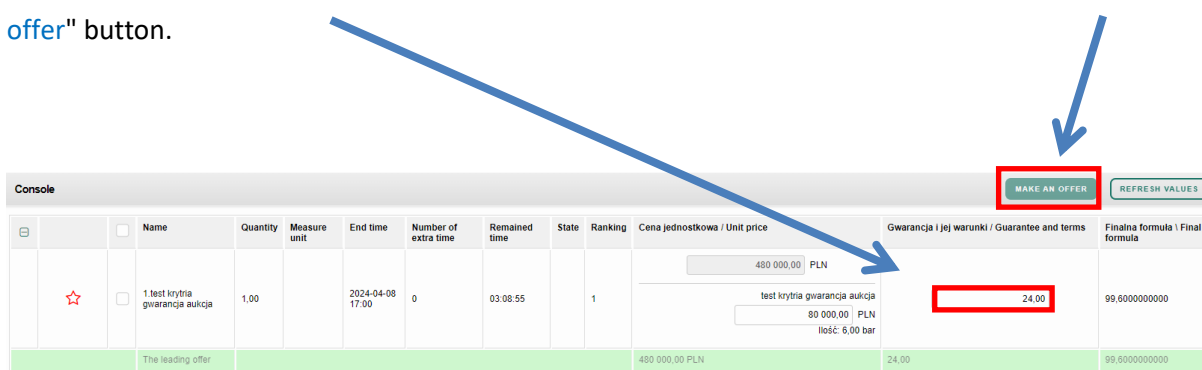
Importantly, communication between the Buyers and the User of the Contractor who submit bids is possible at any time. This communication is dedicated to internal chat. In order to start the chat, click on the icon below available in the lower right corner of the auction console.

Image 859 Chat icon (Contractors with the Buyer)

In the event of any problems with the auction or questions regarding its scope, you should first contact the Auction Operator, and if there is no response, the HelpDesk.

Submission of offers takes place via the "Console" section. The section displays all items of the procedure or part. Depending on the configuration of the auction by the Operator, the first bids may be submitted automatically at the time of its launch (in most cases, these will be bids transferred from the previous round of the procedure to which the auction applies). In order to submit an offer, the user should first enter the details of his offer in the appropriate field, and then click on the "Submit offer" button.

Image 110 Submission of an offer (view for RFQ auction proceedings)

Image 86 Submitting an offer (freehand auctions view)

Submitting an offer for a given item requires additionally selecting selected items by means of a checkbox. The Purchasing System is configured in such a way that the check box is selected by default after entering any value in the field. It is worth remembering that each field for entering the bid value has icons (if the Auction Operator has defined a step increment for the criterion), which are helpful when trying to outbid the best bid - the value of the leading bid is entered in the field by default, and the icons can be used to increase or decrease this value (depending on the direction of the auction).

Depending on the auction's configuration, the first offer may be placed automatically (e.g. the offer value has been transferred from the RFQ). Additionally, if the bid on a particular position has not been placed at all, the "ranking" field will remain empty.

Image 8712 Offer and possible icons

In order to increase the transparency of the bidder's console and facilitate participation in auctions, graphic symbols have been built into the Purchasing System, which appear at every position:

 - a new offer has been made on that position

 - offer made by the current user is a leading offer on that position

 - offer made by the current user is a leading joint first (ex aequo) offer on that position (provided that the auction configuration allows such offers). This means that there is at least one other equally good offer made on that position.

The time that aforementioned symbols show on the bidder's console is configured by the Auction Operator. Symbols are shown from the moment an offer has been made, until the configured time passes. If a new offer is made before time expires, it is refreshed. A symbol for leading or ex aequo offer may expire early if a betteroffer has been made by another user.

Myltiple symbols may appear at the same time, for instance if a user makes a new, leading offer, both "new offer" and "leading offer" symbols will be shown.

If the auction configuration does not allow for ex aequo bids, then when a bid with the maximum number of points available in the dynamic auction is submitted, the System will show the ranking 2 in spite of the offer having maximum points (if the points are visible for the bidder), due to the fact that the bid was submitted after the currently winning bid with the same number of points .

Each offer submitted by the Contractor for a given item must comply with the requirements of the auction and system security - for example, entering a non-numeric value into the offer field is unacceptable. In the event that the offer submitted by the Contractor did not meet the criteria, the system will display a message with the details of the non-compliance which can be shown by clicking

on the "Rejected" status. What's more, each offer also has an automatically assigned status Accepted if it meets the criteria.

Note: After each increment, the console should be refreshed using the "Refresh values" action or using the Ctrl + F5 key combination!

Image 8813 The "Refresh values" action in the bidder console

Information about the final results of the auction will appear after its completion. In the context of the auction, it is also worth mentioning the issue of the "Observed auctions" link, which can be found in the "Contractor Portal" module. The option of observing the auction is especially useful for the Contractor, who can be represented by many users. One user can then participate in the auction and the other user can observe. The Observer Console is used to observe.

6.1 Electronic signing increments

Part of the auctions carried out in the purchasing system environment of the PGE Capital Group are subject to the requirement of providing bids with electronic signature of the Contractor. The thread of the required equipment and configuration issues are described in subchapter 5.6. Submission of applications and offers with an electronic signature.

Image 8914 Bidder's console (electronic signature)

In order to make a bid, you should enter the value of the offer in the standard manner and click "Submit offer". Clicking the button will initiate the electronic signature. The Szafir KIR application will be launched. The increment details will be displayed in the top field. To sign the step, click "Sign".

Image 9015 Electronic signature

A successful signature process will be confirmed by an appropriate message. It is worth bearing in mind that any bidding made in the auction must be approved with an electronic signature.

7. Qualification of contractors

The Ordering Party has the option of conducting qualifications of contractors, as a result of which, within a given purchasing category and organizational unit, the contractor obtains a qualification status that may simplify participation in tenders conducted by the Ordering Party.

Qualification is based on qualification forms to which the user gains access after joining a given Qualification Scenario or as a result of an invitation to qualification by the Ordering Party.

In order to join the Qualification Scenario, go to the "Suppliers' qualification" link in the "**Public zone**" module.

Image 916 "Suppliers qualification"

Finding scenarios on the list and left-clicking on the selected Scenario displays the details of the Qualification Announcement. A view of the qualification announcement is shown on the next page.

Image 927 Taking the Qualification Scenario

From the announcement, it is possible to view the details provided by the Ordering Party as well as take part in the qualification process via the "Join the qualification" action. The fact of joining will be confirmed by an appropriate message, and the System will automatically redirect the user to the Status tab of the activated qualification based on the selected scenario.
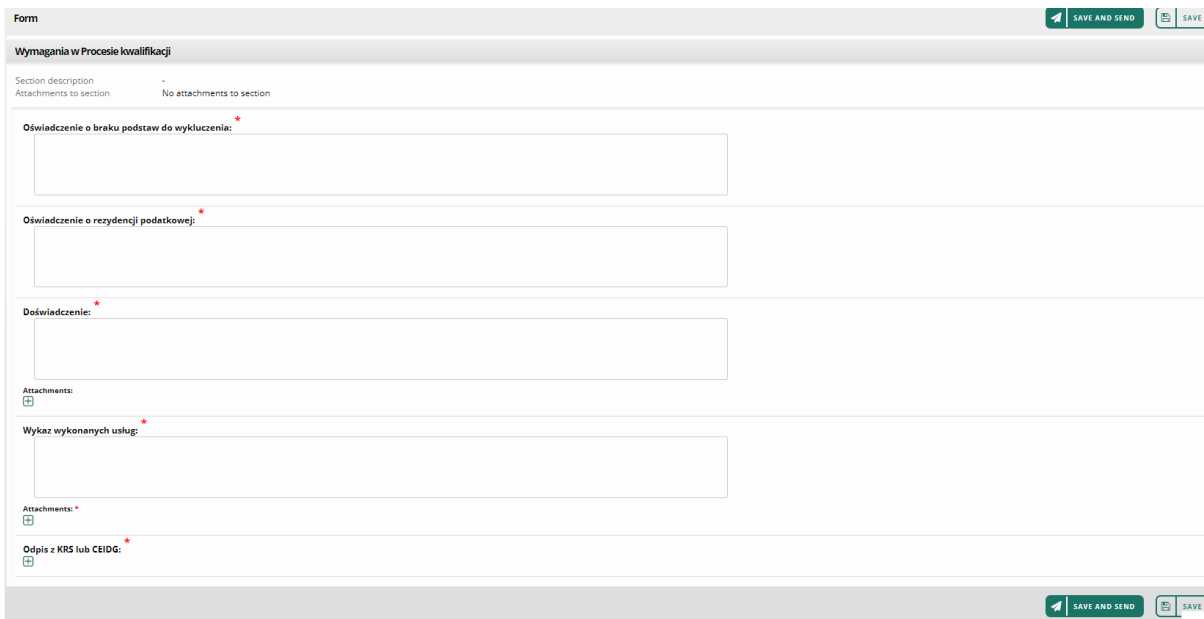
Image 938 The "Status" tab of the qualification form

The basic object used to qualify a contractor is a form completed by the user. The form to be completed is available on the "Form" tab. The view of an example section is presented in the image below. The ordering party defines the type and number of fields available in the form.

Image 949 Sample qualification form

User is obliged to complete all fields defined by the Ordering Party, some of which may require attachments. After entering all the data, click the button: "Save" or "Save and send". The " Save " action - allows to save data with the possibility of later editing, while the " Save and send" action will cause the form to be sent to the Ordering Party, who will evaluate it.

A preview of all qualifications and related forms in which the Contractor participates is possible via the "My qualifications" and "My qualification forms" links. Both links are located in the "**Supplier Portal**" module.

Image 120 "My qualifications" list view

The image above shows the "My qualifications" link view. User can view the current status and results of qualifications through it. Enter the selected object by clicking the mouse button on its name and read the contents of the "Status" tab.

The object header contains information about the process status. The meaning of the selected statuses is described below:

In the assessment - the form was sent to the Ordering Party for its assessment

To be completed - the previously sent form requires correction or if the process consists of several stages, complete the form from the next stage.

In acceptance - the form has been sent to the Ordering Party for verification.

Completed – the form has been assessed and the process has ended with the status being assigned

The list of qualifications will also include closed qualifications to which the contractor is invited by the Ordering Party.

If the Ordering Party returns the form for correction, the qualification status will be changed to: **To be completed**.

A new form will appear in the list of qualification forms in the **New** state with the same name as the original one:

Image 121 View of the "My Qualification Forms" list with the form returned for correction

When entering the details of the form (tab: "Form"), the header displays the Ordering Party's comment and the date by which the corrected form should be sent back for re-evaluation:

Image 9522 View of the section: "Basic data" with the form returned for correction

To make improvements, update the data in the form fields in accordance with the Ordering Party's guidelines and send them for evaluation again using the "Save and send" action.

The qualification status "**To be completed**" also occurs when the Contractor has already sent the form in a given process, but received another form to complete in the next stage of this process.

Qualifications can be configured as multi-stage, and at each stage the scope of data on the form to be completed may be different. The Ordering Party determines whether a given stage takes place with or

without the participation of the contractor. For multi-stage qualifications, the need to complete data for subsequent stages is available from the list: "My qualification forms". The column: "Stage name" displays information allowing you to identify the appropriate one.

Completion of the qualification results in the contractor being awarded the status: "*Qualified*" or "*Unqualified*", which is visible, among others, from the "Status" tab of the qualifications in the "Summary" section:

kwalifikacja w pge polska grupa energetyczna s.a. w zakresie paliw eksploatacyjnych - instrukcja

Status	**Finished**
Numer	2024/OBR/OBR/00013/KW/3
Document type	Qualification
Main category	Paliwa eksploatacyjne
Main unit	PGE Obrót S.A.

Status   Forms

Summary

Qualification score:
Qualified

Status expiration date:
28-04-2024

Comment to score:
No comment.

Decision date:
27-03-2024 09:54

Actual process stage:
-

User joining to qualification:
Jonh Doe (ONEPLACE\Jonh.Doe@office.pl)

Join to qualification date:
27-03-2024 09:53

Image 9623 Section view: "Summary" of qualifications

In the data displayed in the view, in addition to the assigned status, the expiration date is also displayed. Depending on the scenario configuration specified by the Ordering Party, the System may initiate a new process a certain number of days before the "*Qualified*" status expires so that the Contractor can re-qualify. This process contains the word " Aktualizacja" in its name.

If, as a result of the qualification, the contractor obtains any status, it is possible to re-join (if the qualification is conducted in an open mode) from the announcement level, update the data on the form compared to those provided originally and re-qualify, regardless of the validity period of granting this status.

NOTE: The contractor's branch is ultimately qualified, so all users associated with a given contractor's branch on the "My qualifications" and "My qualification forms" lists will see the qualifications of all users from the branch to which they are assigned, even if they did not personally participate in the qualification.

8. Images list